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ABSTRACT

The objective of this cataloging manual is to recommend specific methods for cataloging audiovisual materials for use in individual school media centers. The following types of audiovisual aids are included: educational games, filmstrips, flat graphics, kits, models, motion pictures, realia, records, slides, sound filmstrips, tapes, transparencies, and videotapes. The definition, cataloging, processing, housing, circulation and care of each is discussed. The two basic principles which were applied to this manual are: (1) instructional materials should be centralized, organized and administered for the maximum accessibility and use by students and teachers, and (2) the most important consideration in organizing materials is the content not the form. (SJ)

ED 066201

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Cataloging, Processing, Administering

AV MATERIALS

A Model for Wisconsin Schools

Wisconsin Association of School Librarians — A Division of the Wisconsin Library Association

1972
Madison, Wisconsin

LI 003 830

WISCONSIN ASSOCIATION OF SCHOOL LIBRARIANS

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INTRODUCTION

This cataloging manual has been prepared under the auspices of the Wisconsin Association of School Librarians. Its objective is to recommend specific methods for cataloging audiovisual materials for use in individual school media centers.

Ben Franckowiak, as president of the Wisconsin Association of School Librarians, appointed the committee to prepare the manual in mid 1970. The committee members were reappointed by Father Francis J. Steffen when he became president of the association.

The first meetings of the committee were devoted to the development of general principles. Then, subcommittees were appointed to prepare each section of the manul in draft form. These drafts were presented to the entire committee for discussion and revision. At all times an attempt was made to keep the suggested procedures in line with the general principles that had been developed. The final editing was done from these drafts and notes taken at the committee meetings.

For each type of media, the following information is given:

1. Definition
2. Cataloging
3. Processing
4. Housing
5. Circulation
6. Care

The patience shown by the members of the association in waiting for the completion of the manual has been appreciated.

Special thanks go to the individual members of the committee who devoted a great deal of time in preparing the draft materials and in attending the numerous committee meetings. We are indebted to Mrs. Rose Holmes who, in addition to her regular committee assignments, prepared the draft for flat graphics sections, supervised the preparation of the sample catalog cards, and worked with the artist, Nancy Rusch, on the illustrations. We are also thankful to the artist for the fine illustrations.

Finally, we wish to acknowledge the leadership and drive of Ben Franckowiak for initiating the project and without whose constant prodding this manual may never have been completed.

ROBERT D. LITTLE, Editor

GENERAL PRINCIPLES

Audiovisual materials are a part of the total collection of instructional materials that need to be made readily available if we are to meet the individual interest and ability needs of today's student. Thus the organization of audiovisual materials needs to be compatible with the organization of the other instructional materials in the media center. This manual has been prepared to assist the librarian in organizing audiovisual materials so that they become a part of the total instructional materials available and not separate collections.

Two basic principles were used in preparing this manual:

1. **Instructional materials should be centralized, organized and administered for the maximum accessibility and use by students and teachers.** In carrying out this principle, a number of decisions which differ from some previous cataloging manuals for audiovisual materials have been made. They include:
   a. *Using modern terminology.* To a student, a phonograph record is not a disc recording, but a record. Although there are many meanings for the word record, it would be obvious to the user that it means phonograph record. Thus the term "Record" has been used in this manual. The same principle has been applied to the assignment of names for each of the media used.
   b. *Limiting the use of abbreviations.* An attempt has been made to limit the use of abbreviations to those which would be readily recognized by an average user. Thus the abbreviation "mm" is used for millmeter but no abbreviations are used for words like silent or sound.
   c. *Eliminating the use of color coding.* Color coding began as a location device. Since all instructional materials should be intershelved, this is no longer necessary. There is an even more practical reason for eliminating the use of color coding. As variety of media formats increases, the number of colors becomes confusing.
   d. *Eliminating media symbols above the call number.* Symbols are not always meaningful to the user. When materials are intershelved, this location information is no longer necessary.

2. **The most important consideration in organizing materials is the content not the form.** Students need information on a subject not information in specific formats. It is more important that the information is about colonial American life than that it is contained in a book, a record, a filmstrip or a motion picture. In carrying out this principle, the following decisions were made regarding the administering of audiovisual materials:

   a. *Intershelving of materials.* All instructional materials should be intershelved so that a student or teacher is able to see the total range of materials available on any given subject without having to go to several different locations.

   b. *Organizing by the Dewey Decimal system.* In order to carry out the intershelving of materials, it is necessary to assign a call number to them in the same manner that call numbers are assigned to print materials. Thus, the *Abridged Dewey Decimal Classification and Relative Index* should be used. Using accession numbers for organizing materials separates media on the same subject and thus should be discontinued.

   c. *Following the Anglo-American Cataloging Rules.* In this manual variations on the Anglo-American Cataloging Rules have tended to simplify the information found on catalog cards and to change media designations to conform with modern usage.

This manual has been prepared as a guide for media personnel in organizing audiovisual materials for use by students in individual school building. Cataloging and processing of all instructional materials should be done on a district-wide or regional basis. This allows media personnel at the building level to work more closely with students and teachers. It is necessary that the cataloging of media be done by a qualified specialist who understands not only the methods of organizing but also the ways in which students use them in the learning process.

EDUCATIONAL GAMES

DEFINITION

A set of materials and/or equipment with set rules involving physical or mental competition used in an instructional context or play situation

CATALOGING

Main Entry

An educational game is entered under title followed by the media designation (Game)
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Game)

Imprint

The imprint statement includes:
- name of the manufacturer
- date (if no date is given, leave blank)

Physical Description

Number of pieces — If the number of pieces is indicated on the container or if the number is less than 10, the number of pieces should be given
If the number of pieces is not indicated and is 10 or more, record this fact by using the phrase "various pieces"

Abbreviations

None recommended

Notes

Unusual but important additional information should appear in paragraph form
Use separate notes to provide the following types of information:
- the subject areas or learning skills the game reinforces
- the number of students that can play the game at one time
- the accompanying aids such as teacher's manuals, etc.

Tracings

Assign subject headings using *Sears List Of Subject Headings*

Call Number

The call number consists of:
- a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)
- manufacturer's item or catalog number

PROCESSING

For ease in shelving and locating, the storage container should be marked in an appropriate place with the call number
Accompanying aids should be marked with the call number and school name

HOUSING

Intershelve games with other instructional materials by Dewey classification number
When size makes it impossible to intershelve, keep games in proximity to materials on the same subject

CIRCULATION

A pocket and card should be attached inside the storage container so that the game can be circulated in the same manner as other instructional materials

CARE

Games should be occasionally checked for number of pieces and damage to pieces

511
Ten Ten-tens counting frame (Game) Milton Bradley, 1967.
1 abacus

Teacher's guide.
For individual or small group work in elementary arithmetic.

1. Arithmetic 2. Abacus

511
Cui Cuisenaire cubes, squares and rods (Game) Cuisenaire Company of America, 1969.
various pieces.

For use in developing skills in elementary mathematics.

1. Mathematical games 2. Mathematics

"Use" Notes Are Helpful

511
Num Number game (Game) Milton Bradley.
1 plastic board, 100 pegs

For developing number sense in beginners.

1. Arithmetic

A Large Number of Different Parts May Call for a Listing of the Contents

301.43
Gen Generation gap (Game) Western Publishing Company, 1969.
15 issue cards, 15 issue covers, 3 sets of 10 each satisfaction cards, 15 each of letters A, O, B, and score sheets

1. Adolescence 2. Behavior 3. Parent and child

Sample Shelf List Card

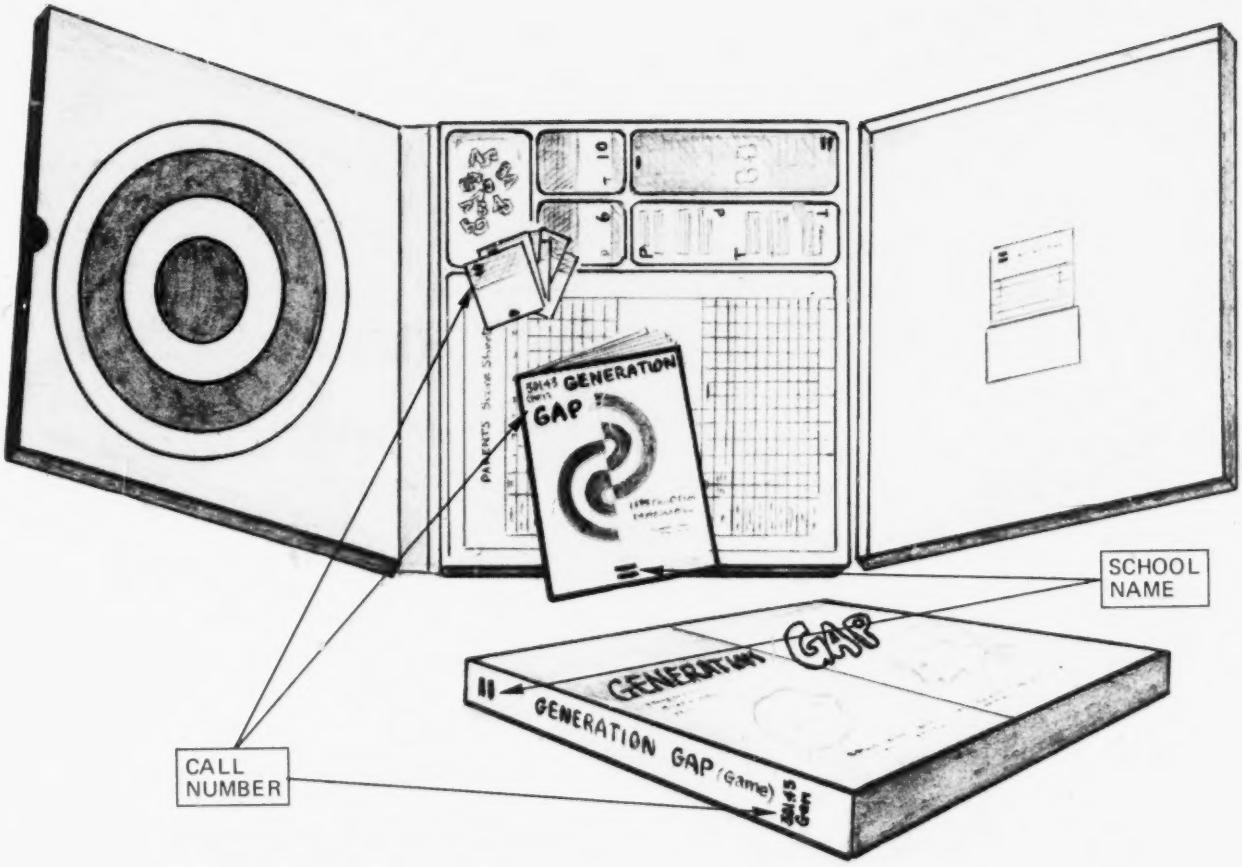
910
Chi Children around the world--games and other activities (Study print) Child's World.
8 prints color 18 x 13 in

Dir 7.95 8 Je '72 c.1

972
Azt Aztecs and their way of life (Filmstrip) Ency. Brit. Films.
45 frames color (Ancient American Indian civilization)

Dir 6.00 31 My '72 c.1 No. 11095

Sample Shelf List Card


GENERATION
GAP
SCHOOL
NAME
CALL
NUMBER
GENERATION GAP (Game)

FILMSTRIPS

DEFINITION

A series of transparent, still pictures, with or without captions, placed in sequential order on 35mm film

NOTE: For filmstrips with accompanying sound on records or tapes see Sound Filmstrips

CATALOGING

Main Entry

A filmstrip is entered under title followed by the media designation (Filmstrip)

A filmstrip based on a book is entered under the author, with the media designation (Filmstrip) following the title

A set or series of filmstrips issued without distinctive individual titles may be entered under the set or series title followed by the media dissignation (Filmstrip)

Imprint

The imprint statement includes:
- name of the producer
- date (if no date is given, leave blank)

Physical Description

Frames — Indicate the number of frames

NOTE: If frames are not numbered they may be estimated using the formula, 30 inches = 40 frames

Color — Indicate whether the filmstrip is in black and white or color

Abbreviations

In cataloging filmstrips use the following abbreviation:
- b&w = black and white

Do not use abbreviations for:
- color
- frames

Series

If a filmstrip is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

NOTE: If the main entry is under series title, the series statement should be omitted

Notes

Unusual but important additional information should appear in paragraph form

If there are no captions, indicate this by using the phrase "No captions"

Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

If the main entry is under series title, a contents note should list the individual titles of the series

Summary

A summary should be given in a separate paragraph

The summary should describe the content of the filmstrip without using evaluative words or phrases

Tracings

Assign subject headings using *Sears List of Subject Headings*

Title (when the main entry is under author)

Title Analytics (when the main entry is under series)

Series (when distinctive)

Call Number

The call number consists of:
- a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)
- manufacturer's item or catalog number

PROCESSING

Since filmstrips cannot be easily intershelved with other instructional materials, they and their accompanying aids should be stored in boxes or other flexible shelving devices which will allow them to be interfiled with other materials

A copy of the information appearing on the catalog card should be attached inside the box to provide potential users with an adequate description of the contents

For ease in shelving and locating, the box should have the call number marked on the spine of the container

The call number should be written on the lid and on the label around the original container in which the filmstrip is kept

Accompanying aids should be marked with the call number and school name

HOUSING

Filmstrips should be intershelved with other instructional materials by Dewey classification number

CIRCULATION

A pocket and card should be attached inside the box storage container so that the filmstrip can be circulated in the same manner as other instructional materials

CARE

Filmstrips should be regularly checked for damage

Filmstrips should be cleaned periodically

973.6
Ala The Alamo (Filmstrip) Encyclopaedia Britannica Films, 1967.
55 frames color (Westward expansion)

Summary: Why Americans moved westward into Texas; actions of Texans when Mexican rulers denied them freedom; Texas rebellion and results.

1. U. S.--History--War with Mexico, 1845-1848 I. Series

A Filmstrip in a Series Cataloged as Individual Titles

Filmstrip Based Upon a Book

591
Pod Podendorf, Illa
The true book of animal babies (Filmstrip) Society for Visual Education, 1964.
31 frames color (True book filmstrips of natural science)

An adaptation of the book, c1955.
Summary: Animal babies who need a mother's care and others who care for themselves from the beginning.

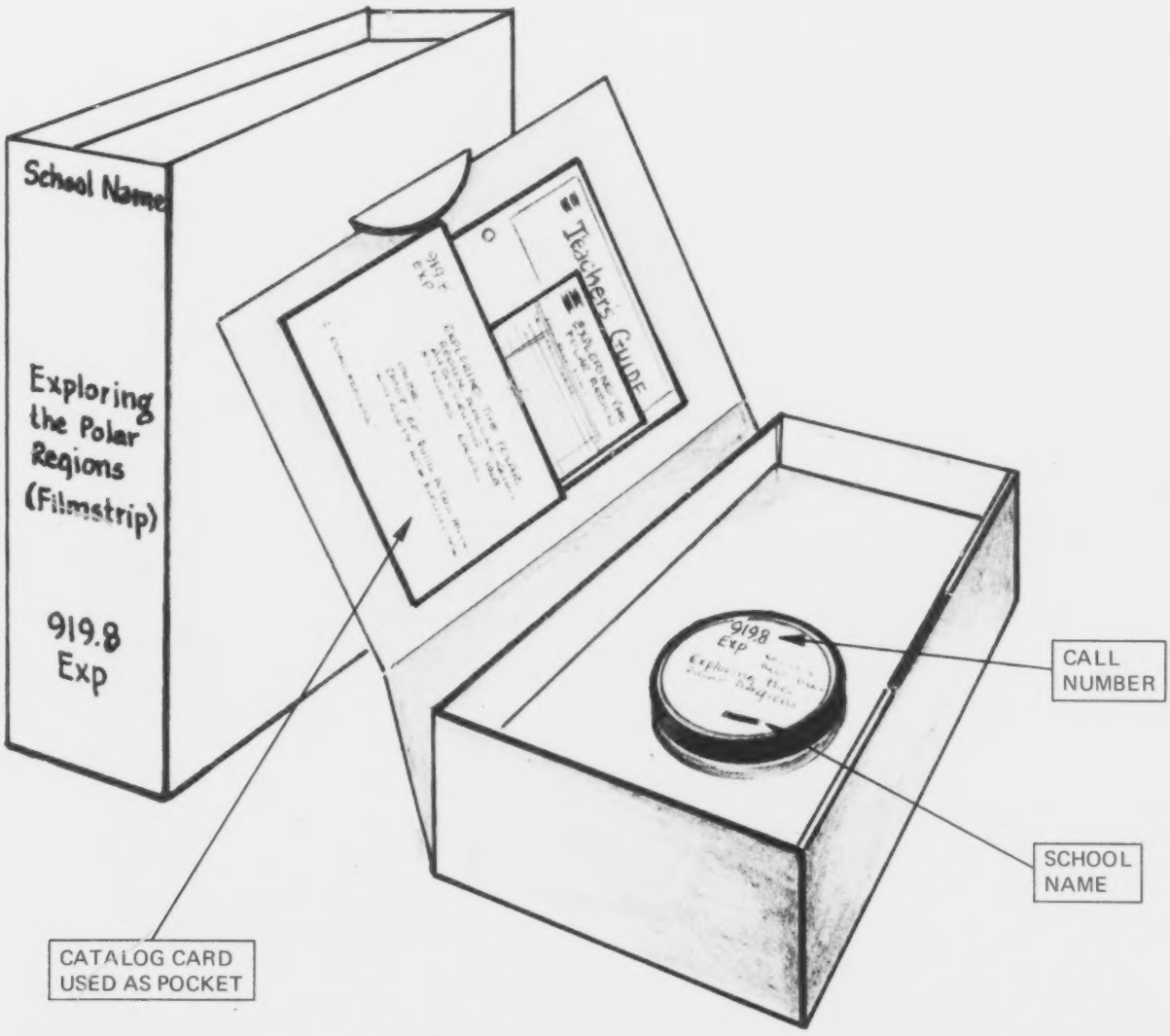
1. Animals--Habits and behavior I. Title

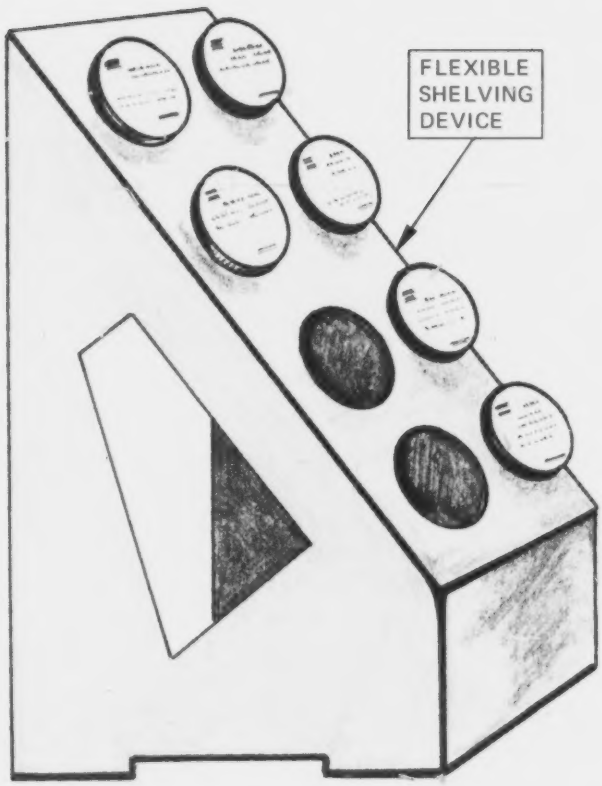
A Series of Filmstrips Cataloged as One Unit

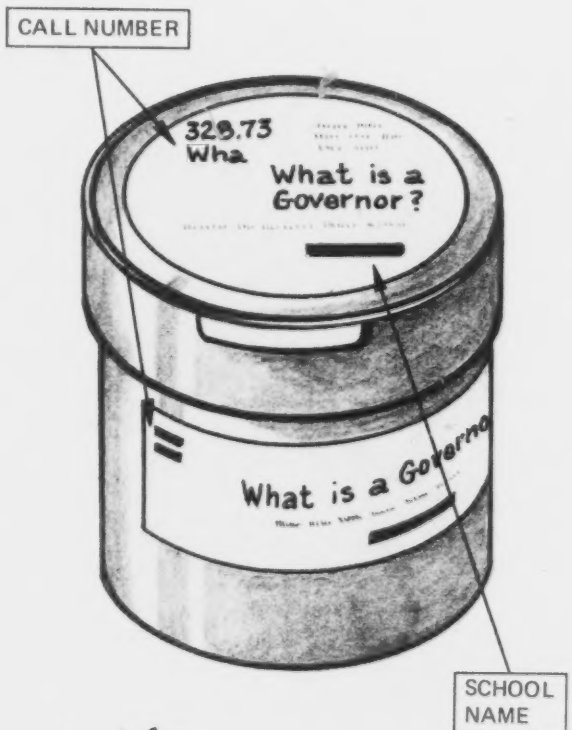
511
Per Per cents and percentage applications (Filmstrip)
Society for Visual Education, 1965.
4 filmstrips color

Contents.--Meaning and understanding of per cent and percentage. Buying and selling.--Applications of per cent.--Commission. Meaning and application.--Interest. Borrowing and investing.

1. Arithmetic I. Title anals.




FLEXIBLE
SHELVING
DEVICE


CALL NUMBER
328.73
Wha
What is a
Governor?
What is a Governo
SCHOOL
NAME

FLAT GRAPHICS
ART PRINTS, PICTURES

DEFINITIONS

Art print — A printed reproduction of a work of art

Picture — A representation of persons, places, objects or ideas in the form of a drawing, painting, portrait, photograph or print

CATALOGING

Main Entry

An art print or picture is entered under the artist with the media designation (Art print) or (Picture) following the title
If the artist is unknown, the art print or picture is entered under title followed by the media designation (Art print) or (Picture)
A set or series of art prints or pictures may be entered under the set or series title followed by the media designation (Art print) or (Picture)

Imprint

The imprint statement includes:
- name of the manufacturer
- date (if no date is given, leave blank)

Physical Description

Number — If more than one, indicate the number

Color — Indicate whether the art print or picture is in black and white, color, or sepia

Size — Give the height and width in inches

Mounted or unmounted — If mounted indicate by use of the word "mounted"

Framed or unframed — If framed indicate by use of the word "framed"

Abbreviations

In cataloging art prints and pictures use the following abbreviations:
- comp = compiler
- b&w = black and white
- sep = sepia

Do not use abbreviations for:
- color
- framed
- inches
- mounted

Series

If an art print or picture is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description
NOTE: If the main entry is under series title, the series statement should be omitted

Notes

Unusual but important additional information should appear in paragraph form
Compiler of collection, series or set
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

Tracings

Assign subject headings using *Sears List of Subject Headings*
Title
Series

Call Number

The call number consists of:
- a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)
- manufacturer's item or catalog number

PROCESSING

The prints or pictures should be marked in an appropriate place, preferably on the reverse side of the picture or print, with the call number and school name
Pictures or art prints and accompanying aids should be placed in brown Kraft filing envelopes, vinyl or plastic envelope containers or in suitable boxes, if size permits, and intershelved with other instructional materials
For ease in shelving and locating, mark the call number in an appropriate place on the envelope, container or box

Accompanying aids should be marked with the call number and school name

HOUSING

Intershelve pictures or art prints with other instructional materials by Dewey classification number

When size makes it impossible to intershelve unframed prints or pictures, they should be housed flat in map drawers

Framed prints or pictures should be stored upright in cabinets or displayed

CIRCULATION

Pictures or prints kept in storage containers should have a pocket and circulation card attached to the container

For other pictures and prints a pocket and circulation card should be attached to the reverse side of the picture or print

CARE

Art prints and pictures should be handled carefully to insure longer wear and preferably mounted to make them stronger

759.44
Mat Matisse, Henri
The painter's family (Art print) Owen Publishing Company, 1962.
color 13 x 15 in (Instructor modern art series, no. 9)

1. Painting, French I. Title II. Series

Artist as Main Entry
Title Traced

759.13
Hom Homer, Winslow
Breezing up (Art print) Shorewood.
color 16 x 25 in framed

Collection: National Gallery of Art, Washington, D. C.

1. Painting, American I. Title

759.94
Rem Rembrandt, Hermanszoon van Rijn
The night watch (Art print) Shorewood.
color 18 x 22 in mounted

Collection: Rijksmuseum.

1. Painting, Dutch I. Title

291
Pic Pictures from mythology (Picture) Educational Audio Visual Inc.
30 pictures color 11 x 13 in

Teacher's manual.

1. Mythology--Pictures

828
Lis Listening time story pictures (Picture) Bowmar.
32 pictures color 10 x 12 in

Pictorial representations of the songs and stories in the Listening time record albums. Designed for use on flannel board for tracing and cutout.

1. Animals--Stories

380.5
Sim Simple transportation (Picture) Instructo Corporation, 1969.
24 pieces color (Instructo flannel board visual aids, no. 141)

Teaching guide.

1. Transportation

FLAT GRAPHICS
CHARTS, MAPS, STUDY PRINTS

DEFINITIONS

Chart — A sheet giving information by means of outline, graph, diagram, table, or picture

Map — A drawing or representation of part or all of the earth or of a celestial area

Study print — A representation of places, persons, objects, or ideas with accompanying text designed for instructional purposes

CATALOGING

Main Entry

A chart, map, or study print is entered under title followed by the media designation (Chart), (Map), or (Study print)
If no title is given, a subject oriented title should be assigned, and this title followed by the media designation (Chart), (Map), or (Study print)
A set or series of charts, maps or study prints may be entered under the set or series title followed by the media designation (Chart), (Map), or (Study print)

Imprint

The imprint statement includes:
name of the manufacturer
date (if no date is given, leave blank)

Physical Description

Number — If more than one, indicate the number

Color — Indicate whether the chart, map, or study print is in black and white or color

Size — Give the height and width in inches

Abbreviations

In cataloging charts, maps or study prints, use the following abbreviations:
b&w = black and white
Do not use abbreviations for:
color
inches

Series

If a chart, map or study print is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description
NOTE: If the main entry is under series title, the series statement should be omitted

Notes

Unusual but important additional information should appear in paragraph form
Indicate the name of the person responsible for the contents
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.
For maps, include information about scale

Tracings

Assign subject headings using *Sears List of Subject Headings*
Series

Call Number

The call number consists of:
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number

PROCESSING

Charts, maps, and study prints should be marked in an appropriate place, preferably on the reverse side of the chart, map, or print, with the call number and school name.
Charts, maps, study prints and accompanying aids should be placed in brown Kraft filing envelopes, vinyl or plastic envelope containers or in suitable boxes
For ease in shelving and locating, mark the call number in an appropriate place on the envelope, container or box
Accompanying aids should be marked with the call number and school name

HOUSING

Intershelve charts, maps, and study prints with other instructional materials by Dewey classification number

When size makes it impossible to intershelve, keep charts, maps, and study prints in map drawers

CIRCULATION

Charts, maps or study prints kept in storage containers should have a pocket and circulation card attached to the container

Charts, maps, and study prints not kept in storage containers should have a pocket and circulation card attached to the reverse side of the chart, map, or study print

796.4
Dia Dial-a-skill (Chart) Burgess Publishing Company, 1963.
4 charts color 10 x 14 in

Contents.--Animal walks & demonstration.--Beginning balance beam skills.--Stick activities.--Dual chair activities.

1. Gymnastics 2. Physical education and training

796.325
Vol Volleyball technique charts (Chart) American Association for Health, Physical Education and Recreation, 1969.
12 charts b&w 9 x 11 in

1. Volleyball

810.9
Lit Literary development of the United States (Map)
Denoyer-Geppert, 1952.
color 17 x 11 in

Edited by Henry J. Firley.

1. American literature--History and criticism --Maps

912
Lou Louisiana (Map) Denoyer-Geppert, 1964.
color 52 x 60 in

Scale 1: 135,000.
Shows important physical features.

1. Louisiana--Maps

Subject Oriented Title Supplied By Cataloger

910
Chi Children around the world--games and other activities (Study print) Child's World.
8 prints color 18 x 13 in

Teacher's guide.
Contents.--France.--Switzerland.--Japan.--Russia.--Puerto Rico.--China and Indonesia.--Italy.--Africa.

1. Children in foreign countries

Contents Listed

973.2
Col Colonial America (Study print) Fideler Visual Teaching, 1971.
32 prints b&w 12 x 9 in (American history and culture)

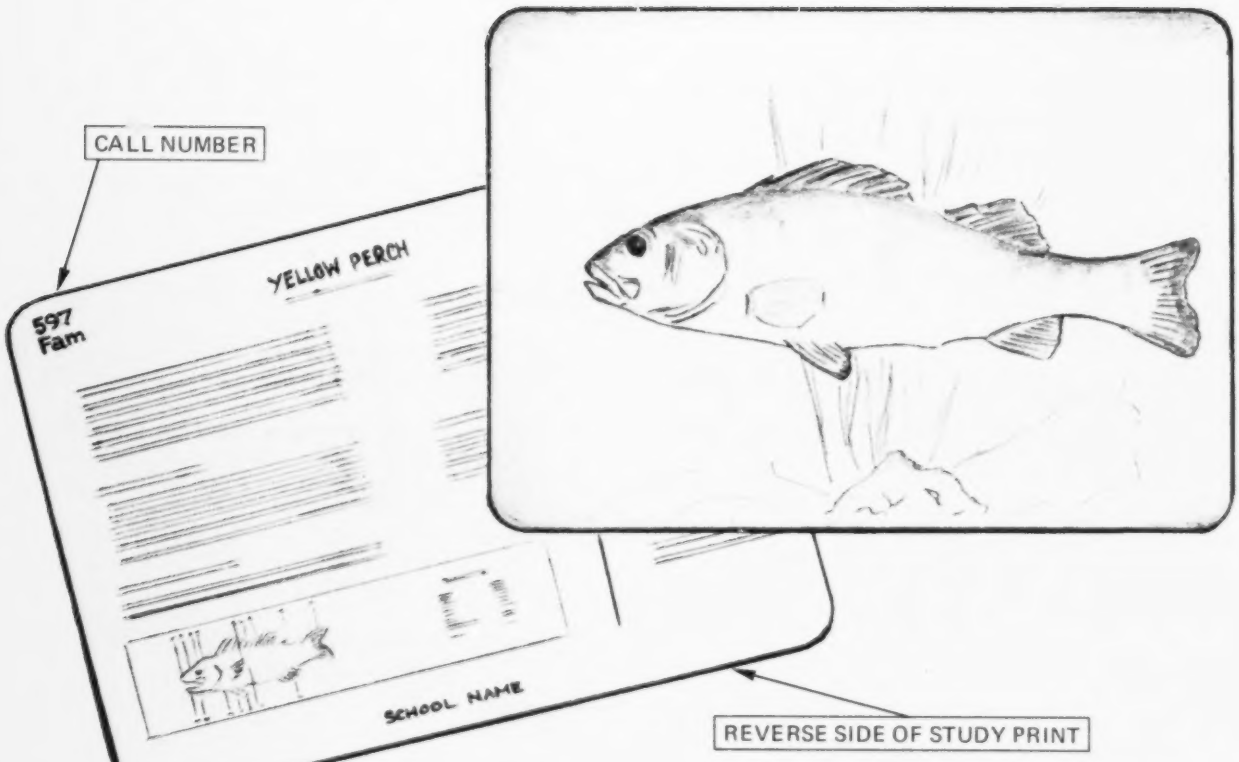
Visual teaching text.

1. U. S.--History--Colonial period I. Series

394.269
Chr Christmas in many lands (Study print) Fideler Visual Teaching, 1969.
24 prints b&w 9 x 11 in (Social studies pictures)

With teaching text.

1. Christmas 2. Jesus Christ--Nativity


CALL NUMBER
597
Fam
YELLOW PERCH
SCHOOL NAME
REVERSE SIDE OF STUDY PRINT

KITS

DEFINITION

A combination of two or more types of media (sound filmstrips excepted) designed to be housed in a single container and to be used as one unit

CATALOGING

Main Entry

A kit is entered under title followed by the media designation (Kit)
A kit containing materials based on a single book is entered under the author with the media designation (Kit) following the title

Imprint

The imprint statement includes:
name of the manufacturer
date (if no date is given, leave blank)

Physical Description

Contents — List the number and types of media included
A detailed physical description of each item is not necessary

Abbreviations

Abbreviations used should be consistent with those for the same types of media found in other sections of this manual

Notes

Unusual but important additional information should appear in paragraph form
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

Summary

When the objective of the kit is not evident from the main entry, a summary should be given in a separate paragraph

Tracings

Assign subject headings using *Sears List of Subject Headings*
Title (when the main entry is under author)
Kits containing several items based upon books should have author and title tracings for the individual authors and titles

Call Number

The call number consists of:
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number

PROCESSING

List the contents of the kit inside the cover of the container (a copy of the main entry card may be used)
For ease in shelving and locating, mark the call number on the spine of the container
Place the call number on each of the significant items in the kit
Use the same procedures for marking each type of media as recommended under the appropriate section for that type of media in this manual
Accompanying aids should be marked with the call number and school name

HOUSING

Intershelve kits with other instructional materials by Dewey classification numbers
When size makes it impossible to intershelve kits, keep kits in proximity to materials on the same subject

CIRCULATION

Kits should be circulated only as a unit
A pocket and card should be attached inside the container, so that the kit can be circulated in the same manner as other instructional materials

CARE

The kit should be checked for number of items and condition of items after each circulation

700
Art Art and environment (Kit) Research Studies and Development in the Arts, University of Wisconsin, 1967.
80 slides
1 tape (reel)
Fall-Winter, 1967 issue of Arts in Society magazine
10 charts

Teacher's guide.

1. Art and society 2. Anthropogeography I. Wisconsin. University. Research Studies and Development in the Arts

370.19
Par Parents and teachers together (for the benefit of children) (Kit) National Education Assoc., 1972.
2 filmstrips
1 record
1 book: Parents: active partners in education, by Mary Lou Sayler.

Guide, script, and checklist.
The entire kit is based on Miss Sayler's book, pub. in 1971.

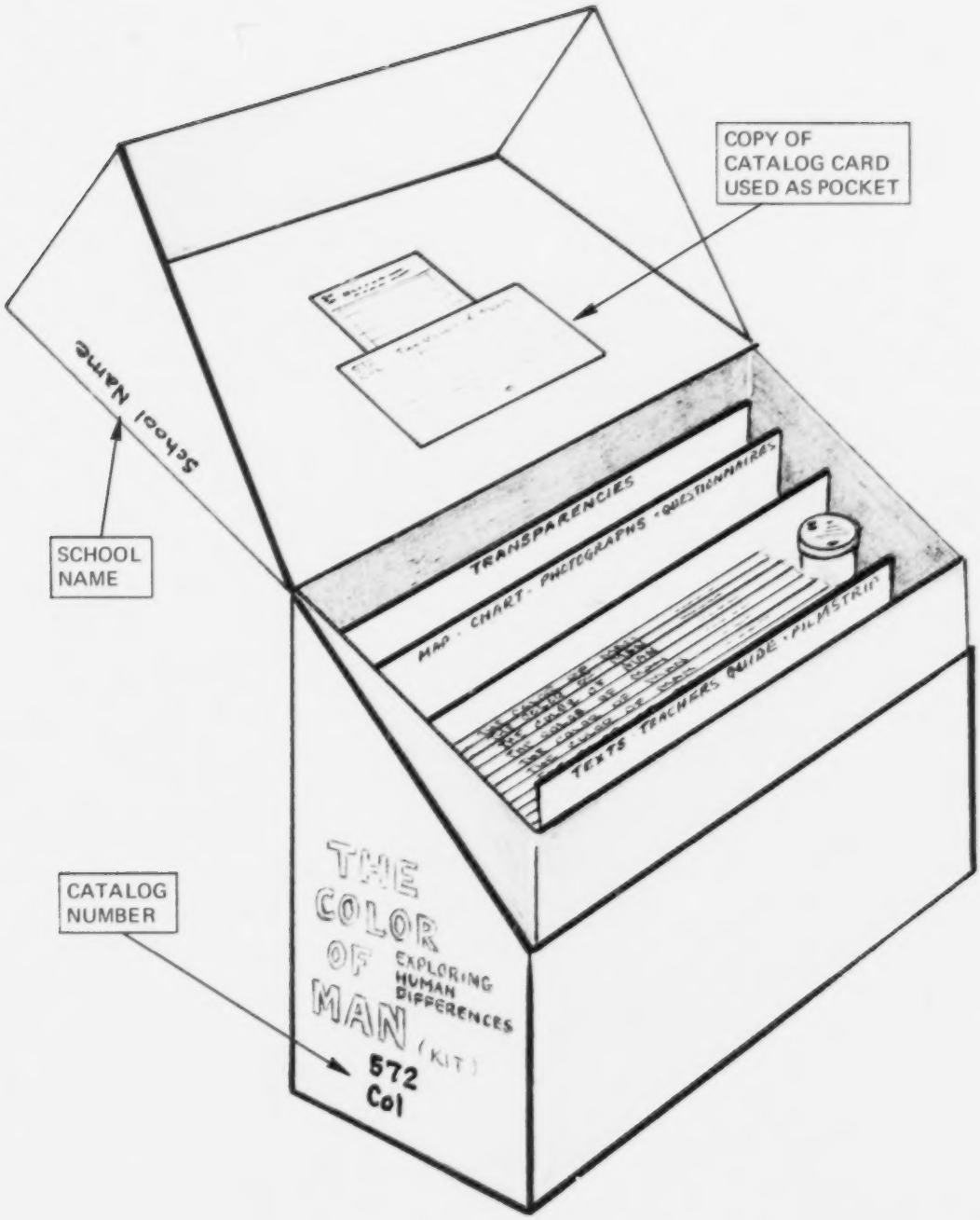
1. Home and school I. Sayler, Mary Lou. Parents: active partners in education

A Kit Containing Materials Based Upon a Book or Books

412
Com Communications: the problems approach (Kit) Paul S. Amidon & Associates.
10 tapes (reel)
20 transparencies

Teacher's guide.
Summary: Students learn how inadequate language can lead to interpersonal difficulties.

1. English language 2. Semantics 3. Thought and thinking 4. Vocabulary


COPY OF
CATALOG CARD
USED AS POCKET
School Name
SCHOOL
NAME
TRANSPARENCIES
MAP · CHART · PHOTOGRAPHS · QUESTIONNAIRES
TEXTS TEACHERS GUIDE · FILMSTRIP
CATALOG
NUMBER
THE
COLOR
OF
MAN
EXPLORING
HUMAN
DIFFERENCES
(KIT)
572
Col

MODELS

DEFINITION

A 3-dimensional representation of an object, either exact or to scale
Includes: models, globes, relief maps, etc.

CATALOGING

Main Entry

A model is entered under title followed by the media designation (Model)
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Model)

Imprint

The imprint statement includes:
- name of the manufacturer
- date (if no date is given, leave blank)

Physical Description

Number of pieces — If the number of pieces is indicated on the container or if the number is less than 10, the number of pieces should be given
If the complete number of pieces is not indicated, record this fact by using the phrase "various pieces"

Size — Size information will vary with type of media
- globes — give the diameter
- models — give the height and width

Abbreviations

Do not use abbreviations for:
- inches
- pieces

Notes

Unusual but important additional information should appear in paragraph form
When appropriate, provide the following type of information:
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

Tracings

Assign subject headings using *Sears List of Subject Headings*

Call Number

The call number consists of:
- a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)
- manufacturer's item or catalog number

PROCESSING

If the model is kept in a storage container, the call number should be marked on the container
When possible, mark the model with the call number in a prominent place on or near the base using an indelible ink
Accompanying aids should be marked with the call number and school name

HOUSING

Intershelve models with other instructional materials by Dewey classification numbers
When size makes it impossible to intershelve models, keep models in proximity to materials on the same subject

CIRCULATION

Because of the difficulty of attaching pockets and cards to models, general circulation cards should be used to circulate models.

CARE

Models should be occasionally checked for damage and cleaned

912
Phy cPhysical, political, terrestial globec (Model)
Cram Co.
1 globe 16 in scale: 1 in=500 mi

With guide.

1. Globes

A Model That Is a Globe

574.87
Uni Unit of life cell (Model) Educational Products, Inc.
14 sided crystal

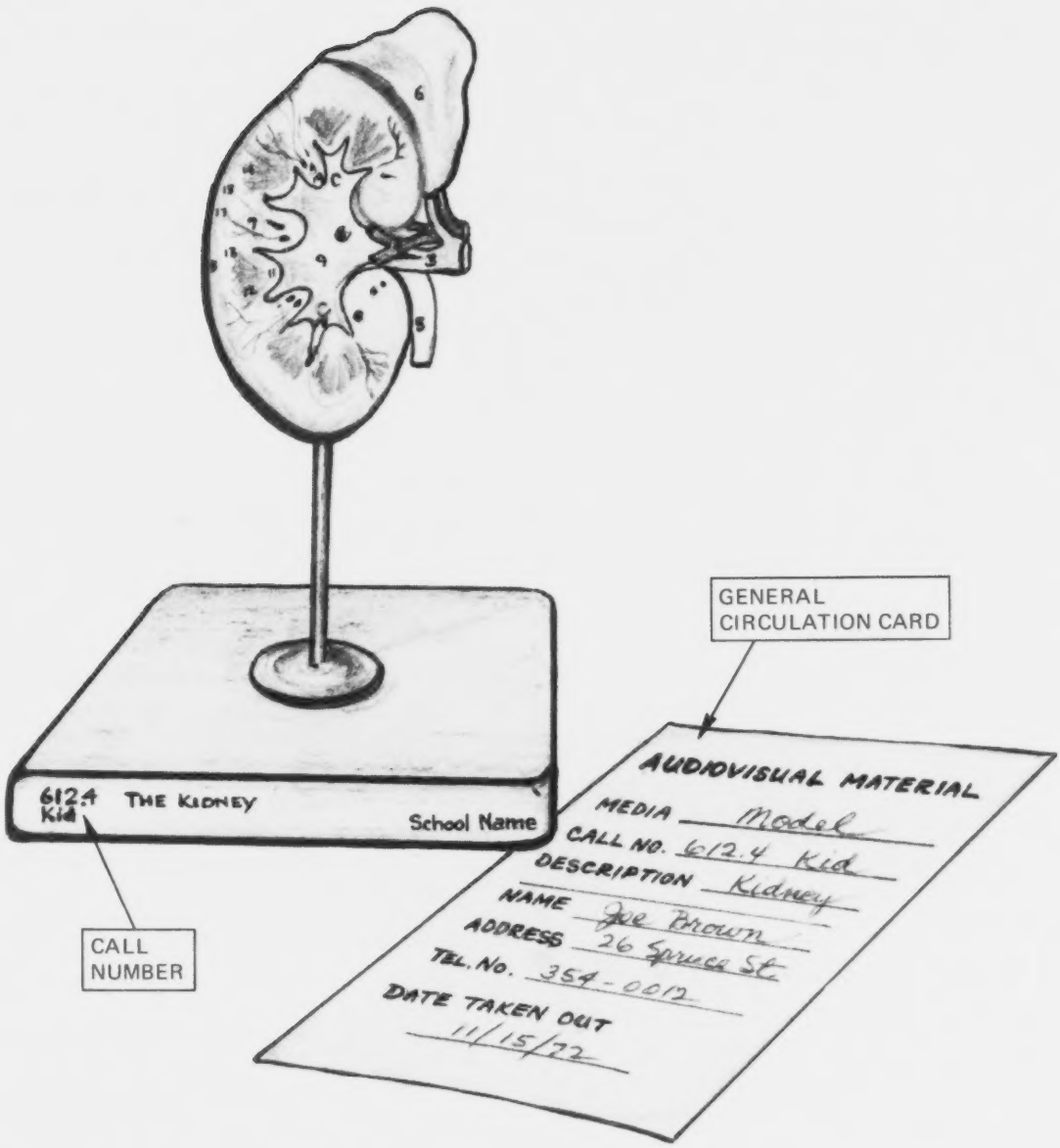
Teacher's discussion guide.
Visible model of a typical animal-vegetable cell.

1. Cells

582
Tre Trees of your immediate environment (Model)
NASCO, 1971.
8 packets of leaf replicas (Discovering your environment)

Teacher's discussion guide.
With descriptive paragraphs for each of 29 different leaves.

1. Trees--Wisconsin


6124 Kid
THE KIDNEY
School Name
CALL NUMBER
GENERAL CIRCULATION CARD
AUDIOVISUAL MATERIAL
MEDIA Model
CALL NO. 612.4 Kid
DESCRIPTION Kidney
NAME Joe Brown
ADDRESS 26 Spruce St.
TEL. No. 354-0012
DATE TAKEN OUT
11/15/72

MOTION PICTURES

DEFINITION

A series of transparent still pictures in a definite sequence producing motion when shown at standard speeds, with or without sound
Formats are: 16mm, super, and standard 8mm (including film loops)

CATALOGING

Main Entry

A motion picture is entered under title followed by the media designation (Motion Picture)
A motion picture based on a book is entered under the author, with the media designation (Motion Picture) following the title

Sponsor

The name of the individual company, institution, or organization responsible for the film's coming into existence follows the title

Producer

If the film was made, i.e. photographed, edited and/or sound recorded, by someone other than the "sponsor," the information is given following the phrase "Made by"

Release

If a film is released by a company other than the sponsor or producer, the name of the United States releasing agent follows the name of the producer and is preceded by the phrase "Released by"

Date of Release

The year in which the film was released is given, following the name of the company which released the film
If this date is not known, use the copyright date
If no date is given, leave blank

Physical Description

Length — Length is given in minutes

Sound or silent — Indicate a sound track by use of the term "sound" and the lack of a sound track by use of the term "silent"

Color — Indicate whether the film is in black and white, sepia or color

Width—The width is given in millimeters
The most commonly used will be 16mm, 8mm or super 8mm
For the 8mm, indicate special format features such as: super 8mm loop, super 8mm reel

Abbreviations

In cataloging motion pictures, use the following abbreviations:
b&w = black and white
min = minutes
mm = millimeters

Do not use abbreviations for:
color
sepia
silent
sound

Series

If a film is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

Notes

Unusual but important additional information should appear in paragraph form
Indicate accompanying aids such as discussion guides, notes and teacher's manuals, etc.

Summary

A summary should be given in a separate paragraph
The summary should describe the content of the film without evaluative words or phrases

Tracings

Assign subject headings using *Sears List of Subject Headings*
Title (use only when the main entry is not the title)
Series

Call Number

The call number consists of:
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of purchase
- copy number (the use of a copy number replaces the need for an accession number)

PROCESSING

A copy of the information appearing on the catalog card should be attached inside the storage container to provide potential users with an adequate description of the contents

For ease in shelving and locating the storage container should have the call number marked on the spine of the container

Film which is not in a cartridge should have spliced onto the beginning of the film a head leader preprinted with the name of the school

The title should be written on the leader using an indelible ink

Loop film enclosed in a cartridge should have the call number and school name marked on the cartridge near the title

If the cartridge does not contain a statement of the title, this should be added.

Accompanying aids should be marked with the call number and school name

HOUSING

Motion picture film should be intershelved with other instructional materials by Dewey classification numbers

The storage container should be kept in an upright position

CIRCULATION

A pocket and card should be attached inside the storage container so that the motion picture can be circulated in the same manner as other instructional materials. The size of 8mm loop containers requires that a circulation card be cut down before placing it inside the box.

CARE

Motion picture film which is not self contained in a loop cartridge should be inspected after each circulation for damage and repaired when necessary

In addition, a program should be developed to provide for the periodic cleaning of the films. When the collection is used extensively, a motion picture cleaner and conditioner should be purchased and motion pictures should be cleaned after every use

Because film loops are in cartridges, their maintenance is minimal

560
Fos Fossils are interesting (Motion picture) Film Associates of California, 1958.
11 min sound color 16mm

Summary: The changes which have occured in the earth and the animals inhabiting it.

1. Nature study 2. Fossils 3. Earth

917.41
Mcc McCloskey, Robert
Time of wonder (Motion picture) Weston Woods Studios, 1961.
13 min color 16mm

Based on the book pub. by Viking, 1957.
Summary: The story of children enjoying their summer home on a Maine island.

1. Maine--Description and travel I. Title

914.2
For Forward a century (Motion picture) Made by British Information Services. Released by Contemporary Films, 1952.
30 min sound b&w 16mm

Summary: The industrial and social life of England during the past century.

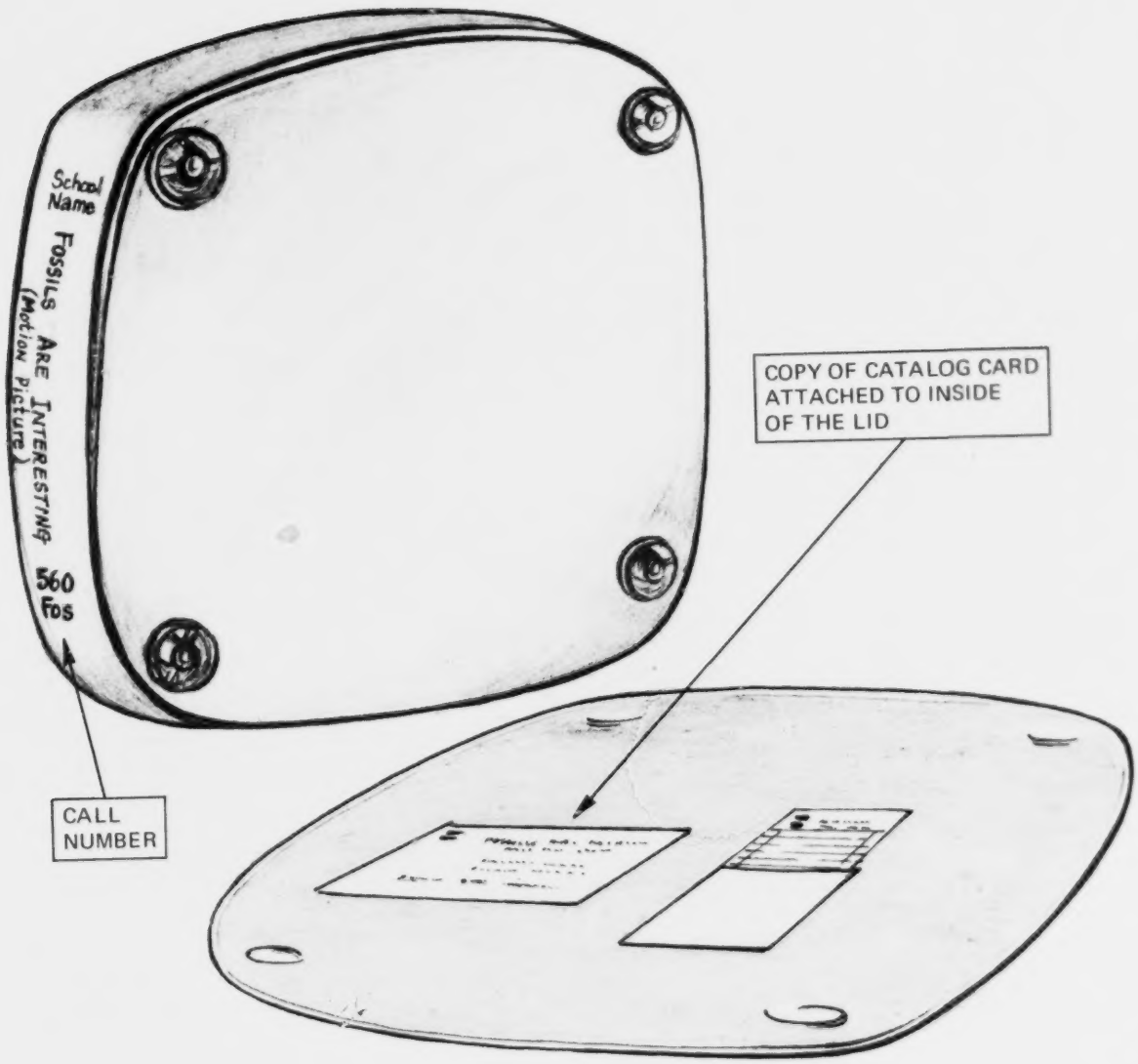
1. Gt. Brit.--Social life and customs--20th century

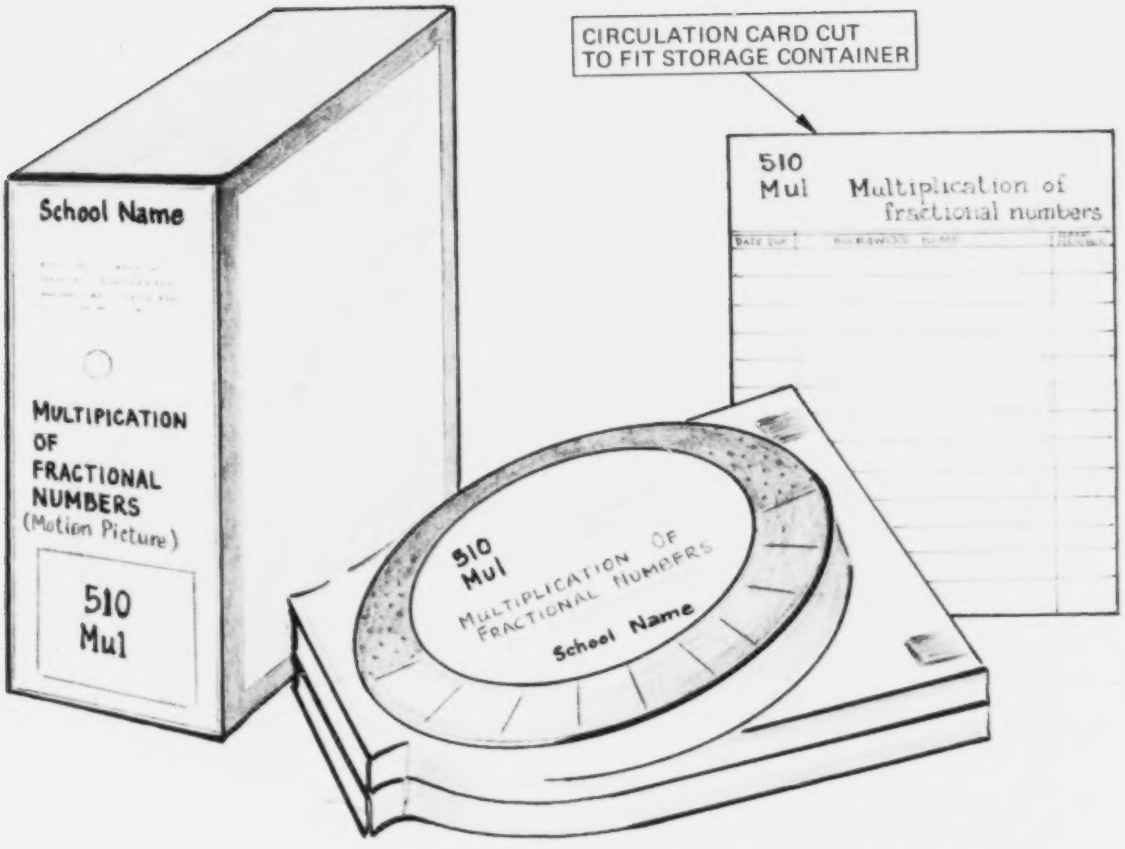
A Motion Picture Based Upon a Book

598.12
Sna Snakes (Motion picture) Walt Disney Productions. Released by International Communication Films, 1968.
3 min silent color super 8mm loop (Walt Disney nature library)

Summary: Shows a snake shedding its skin, climbing a narrow twig, and swallowing a large bird egg whole.

1. Snakes 2. Reptiles I. Series


School Name
FOSSILS ARE INTERESTING
(Motion Picture)
560
Fos
COPY OF CATALOG CARD ATTACHED TO INSIDE OF THE LID
CALL NUMBER


CIRCULATION CARD CUT
TO FIT STORAGE CONTAINER
510
Mul
Multiplication of
fractional numbers
School Name
MULTIPICATION
OF
FRACTIONAL
NUMBERS
(Motion Picture)
510
Mul
510
Mul
MULTIPLICATION OF
FRACTIONAL NUMBERS
School Name

REALIA

DEFINITION

An actual or authentic object used to relate classroom teaching to real life
Includes: artifacts, coins, rock collections, costumes, musical instruments that can be played, specimens, etc.

CATALOGING

Main Entry

Realia is entered under title followed by the media designation (Realia)
When no title is provided, a subject oriented title should be assigned followed by the media designation (Realia)

Imprint

The imprint statement includes:
name of the source or supplier of the realia

Physical Description

Number of pieces — If the number of pieces is less than 10, the actual number should be given; if the number of pieces is 10 or more, the phrase "various pieces" may be used.

Abbreviations

None recommended

Notes

Unusual but important additional information should appear in paragraph form
A note may be used to give a description of intended use
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

Tracings

Assign subject headings using *Sears List of Subject Headings*

Call Number

The call number consists of:
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchaser
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number

PROCESSING

If realia is kept in a storage container, the call number should be marked on the container
When possible, print the call number and school name on the realia using a permanent marking pen
For some realia it may be advisable to attach tags printed with the call number and school name
Accompanying aids should be marked with the call number and school name

HOUSING

Intershelve realia that is kept in storage containers with other instructional materials by Dewey classification number
When realia does not lend itself to intershelving, keep realia in proximity to materials on the same subject

CIRCULATION

Because of the difficulty of attaching pockets and cards to realia, general circulation cards should be used

CARE

Realia should occasionally be checked for damage and cleaned

574.92
Sur Survey sea life collection (Realia) Hubbard Scientific.
24 specimens

A general survey of sea life: the sand crab, sea urchin, sand dollar, coral, sponge, and others.

1. Marine biology

595.7
Gar Garden insects (Realia) NASCO.
24 insects

Displayed in glass tubes in a 16 x 2 x 1 inch glass case.

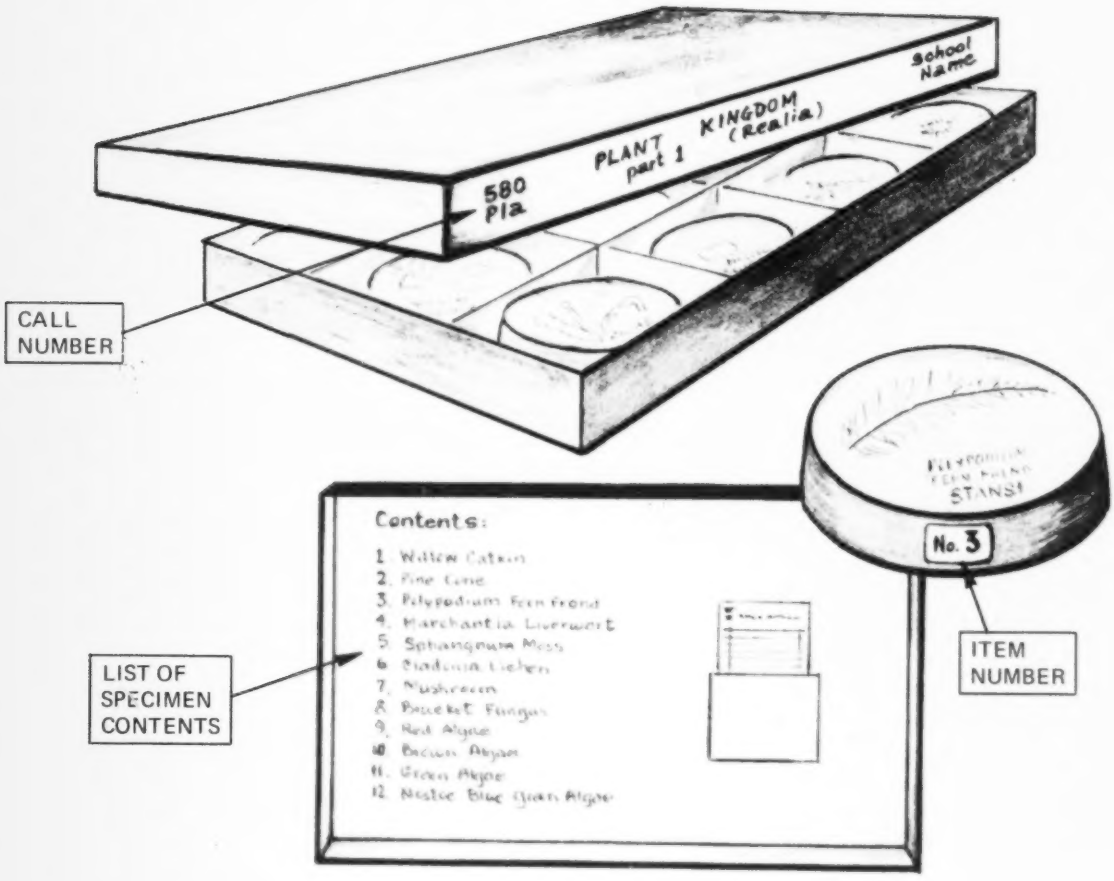
1. Insects, Injurious and beneficial

Subject Oriented Title Assigned By Cataloger

552
Roc Rocks and minerals (Realia) Ideal.
24 rocks and minerals

Teacher's manual.

1. Geology 2. Rocks 3. Mineralogy


School Name
580 Pla
PLANT KINGDOM (Realia) part 1
CALL NUMBER
Contents:
1. Willow Catkin
2. Pine Cone
3. Polypodium Fern Frond
4. Marchantia Liverwort
5. Sphagnum Moss
6. Cladonia Lichen
7. Mushroom
8. Bracket Fungus
9. Red Algae
10. Bacteria Algae
11. Green Algae
12. Nostoc Blue Green Algae
No. 3
LIST OF SPECIMEN CONTENTS
ITEM NUMBER

RECORDS

DEFINITION

A monaural or stereophonic disc recording 7, 10, or 12 inches in diameter, designed to be played at speeds of 16, 33⅓, 45 or 78 revolutions per mintue, on which is recorded one or more selections

CATALOGING

Main Entry

Records which contain only one person's works are entered under the composer or author
Records which contain the works of more than one author or composer are entered under the collective title supplied by the manufacturer
Records which lack a collective title supplied by the manufacturer are entered under composer or author of the work on side 1, band 1

Title

Enter under the title followed by the media designation (Record)
The title statement for musical composition is given as it appears on the record label

Imprint

The imprint statement includes:
- name of the manufacturing company
- serial number(s) of the record(s)
- date of release (if no date is given, leave blank)

Physical Description

Sides — Indicate the number of sides

Speed — Speed should be indicated in revolutions per minute (16, 33⅓, 45 or 78)

Monaural or stereophonic — Indicate whether monaural or stereophonic

Abbreviations

In cataloging records use the following abbreviations:
- min = minutes
- mono = monaural
- rpm = revolutions per minute
- stereo = stereophonic
- s = sides

Do not use abbreviations for:
- inches

Series

If a record is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

Notes

Unusual but important additional information should appear in paragraph form
Separate paragraphs, in the order listed below, should be used for each of the following types of notes as needed:

- A variation between the title used and the title found on the record jacket should be indicated by a note which begins with the phrase "Title on slip case:"
- The performer, orchestra, conductor, or reader
- Indicate accompanying aids such as teacher's manuals, scripts, etc.
- When the main entry and/or title do not adequately represent the contents, this information should be provided in a note beginning with the word "Contents"
- If other works are included on the record or records, this information appears in a note introduced by the word "With:"

Tracings

Assign subject headings using *Sears List of Subject Headings* or Mary D. Person's *List of Subject Headings for Recorded Music* (for classical music)
Title
Series

Call Number

The call number consists of:
- a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)

PROCESSING

- For single records, the call number should be marked in the upper left hand corner of the record slipcase
- Albums of two or more records enclosed in a container should have the call number marked on the spine
- Slipcases and albums should be marked with the name of the school
- The call number should be printed on side one of the record label
- The name of the school should be indicated on the record label
- Accompanying aids should be marked with the call number and school name

HOUSING

- Records should be intershelved with other instructional materials by Dewey classification number
- The record slipcase or album should be kept in an upright position

CIRCULATION

- Records should be circulated in the same manner as other instructional materials
- A pocket and card should be attached inside an album cover
- For single records, vinyl plastic jackets with heat sealed pockets are recommended

CARE

- Records are best maintained in a dust free environment
- Records should be kept away from damp walls, proximity to heat pipes and direct sunlight
- Records should be periodically examined for damage and cleaned

782.1
Puc Puccini, Giacomo
Tosca (Record) London OSA 1284, 1970.
4 s 33 1/3 rpm stereo

Starring Leontyne Price, soprano; Vienna Philharmonic Orchestra; Herbert von Karajan, conductor.
With English translation and program notes.

1. Operas I. Title

Record with Entry Under Composer

Dau Daugherty, James Henry
Andy and the lion (Record) Columbia CC71007.
2 s 45 rpm mono (Scholastic book & record companion series)

Read by Daniel Ocko.
Accompanied by the book pub. by Viking, c1938.
Summary: Andy aids a lion in distress, then has his friendship repaid when the circus comes to town.

1. Lions--Stories I. Title

Record and Book

821.8
Cla Classic poems of suspense & horror (Record)
Literary Records LR 6003.
2 s 33 1/3 rpm stereo

Read by Marvin Miller.
Contents.--Side 1: The ballad of Reading Goal, by Oscar Wilde. Side 2: The highwayman, by Alfred Noyes.--The raven, by Edgar Allan Poe.--Bells, by Edgar Allan Poe.

1. Poetry--Collections I. Title anals.

Record with Title Entry

793.3
LeC LeCrone, Harold
Skip, tag or festival dance, by Harold and Mary Jane LeCrone (Record) Rhythm Record Co. RRC-303.
1 s 33 1/3 rpm mono

Musical games and dances for primary children.
With: Children's dance time.

1. Dances 2. Rhythm I. Title II. Title: Children's dance time

Record Cataloged Under First Side, Second Side in Note and Tracing

292
Evs Evslin, Bernard
Heroes, gods and monsters of the Greek myths (Record) Spoken Arts SA 989, 1000-1004, 1968.
12 s 33 1/3 rpm stereo

Read by Richard Kiley and Julie Harris.
Guide.
From the book of the same title published by Four Winds Press.

1. Mythology, Greek and Roman I. Harris, Julie II. Kiley, Richard III. Title

784.756
Eve An evening with Belafonte and Makeba (Record)
RCA Victor LSP 3420, 1965.
2 s 33 1/3 rpm stereo

Sung in Xhosa, Zulu, Sotho, or Swahili by Harry Belafonte and Miriam Makeba, with instrumental ensemble and chorus.

1. Folk songs, African I. Belafonte, Harry II. Makeba, Miriam

SILHOUETTES IN COURAGE (RECORD)
973
Sil
SILHOUETTES IN COURAGE
CATALOG NUMBER
SILHOUETTES IN COURAGE
COPY OF CATALOG CARD USED AS POCKET
SCHOOL NAME

SLIDES

DEFINITION

Transparent material containing an image, mounted in rigid format and designed for use in a slide viewer or projector

CATALOGING

Main Entry

A set of slides is entered under title of the set followed by the media designation (Slide)
If no title is given for the set, a subject oriented title should be assigned and this title followed by the media designation (Slide)
Slides not in sets should be entered under a subject oriented title and this title followed by the media designation (Slide)
Art slides are entered under the name of the artist with the media designation (Slide) following the title

Imprint for Sets of Slides and Art Slides

The imprint statement includes:
- name of the producer or the person responsible for the photography
- date (if no date is given, leave blank)

Physical Description for Sets of Slides and Art Slides

Number — If more than one, indicate the number of slides followed by the word "slides"

Color — Indicate whether the slide is black and white or color

Abbreviations

In cataloging slides, use the following abbreviation:
- b&w = black and white

Do not use abbreviations for:
- color
- slides

Series Statement for Sets of Slides and Art Slides

If a set of slides or an art slide is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

Notes

Unusual but important additional information should appear in paragraph form

Tracings for Sets of Slides and Art Slides

Assign subject headings using *Sears List of Subject Headings*
Series
Title (only for art slides)

Call Number

The call number consists of:
- a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)
- manufacturer's item or catalog number

PROCESSING

A number of different types of storage containers are available for slides
Where possible for slides in sets, a copy of the information appearing on the catalog card should be attached inside the storage container to provide potential users with an adequate description of the contents
For ease in shelving and locating, the storage container should be marked in an appropriate place with the call number

Each slide mount should be marked on the front top left side with the call number and for sets, the individual slide number
School name should be stamped on the front bottom of the slide mount

HOUSING

Storage containers of slides should be intershelved with other instructional materials by Dewey classification number

CIRCULATION — SLIDES IN SETS

A pocket and card should be attached inside the storage container so that slides in sets can be circulated in the same manner as other instructional materials.

CIRCULATION — GROUPED BY SUBJECT

General circulation cards should be used to circulate slides that are housed in groups by subject

CARE

Slides should be cleaned periodically with a soft, slightly dampened cloth

759.2
Gai Gainsborough, Thomas
Master John Heathcote (Slide) National Gallery of Art.
color

1. Painting, British I. Title

Entry Under Artist

759.05
Imp Impressionist painting (Slide) Universal Slide Co.
20 slides color

French impressionist paintings including works by Cassatt, Degas, Manet, Monet, Renoir, and others.

1. Impressionism (Art) 2. Art, French

Title Entry

A General Entry Card for Slides Not in Sets and Not Entered Under Artist

574.5
Eco ⌜Ecology⌝ (Slide)

Miscellaneous slide materials on ecology.

Microscope Slide

588.33
Mar Marchantia (Slide) A. Reid Enterprises.
8 slides (glass) stained

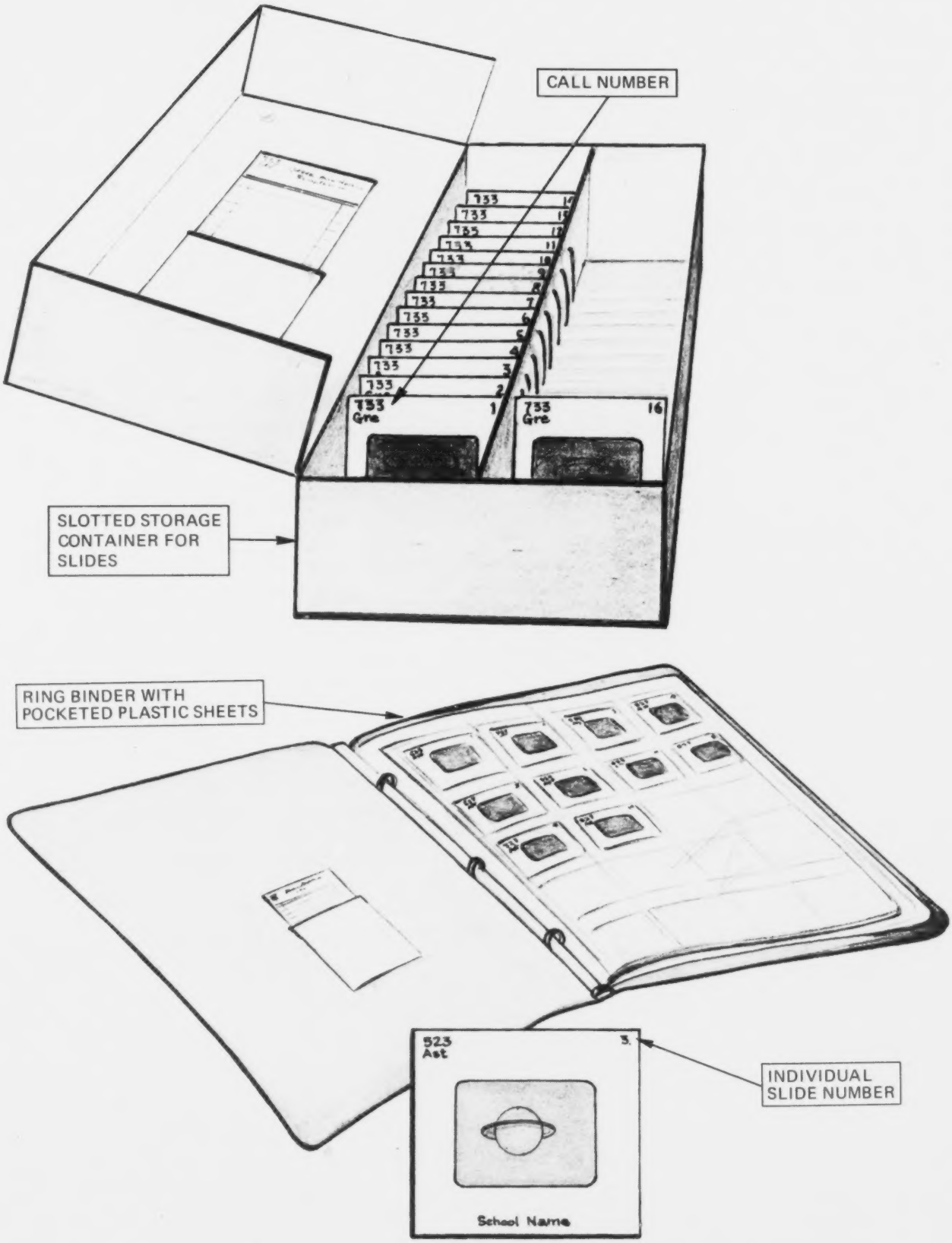
Classroom set containing similar sections of Marchantia.

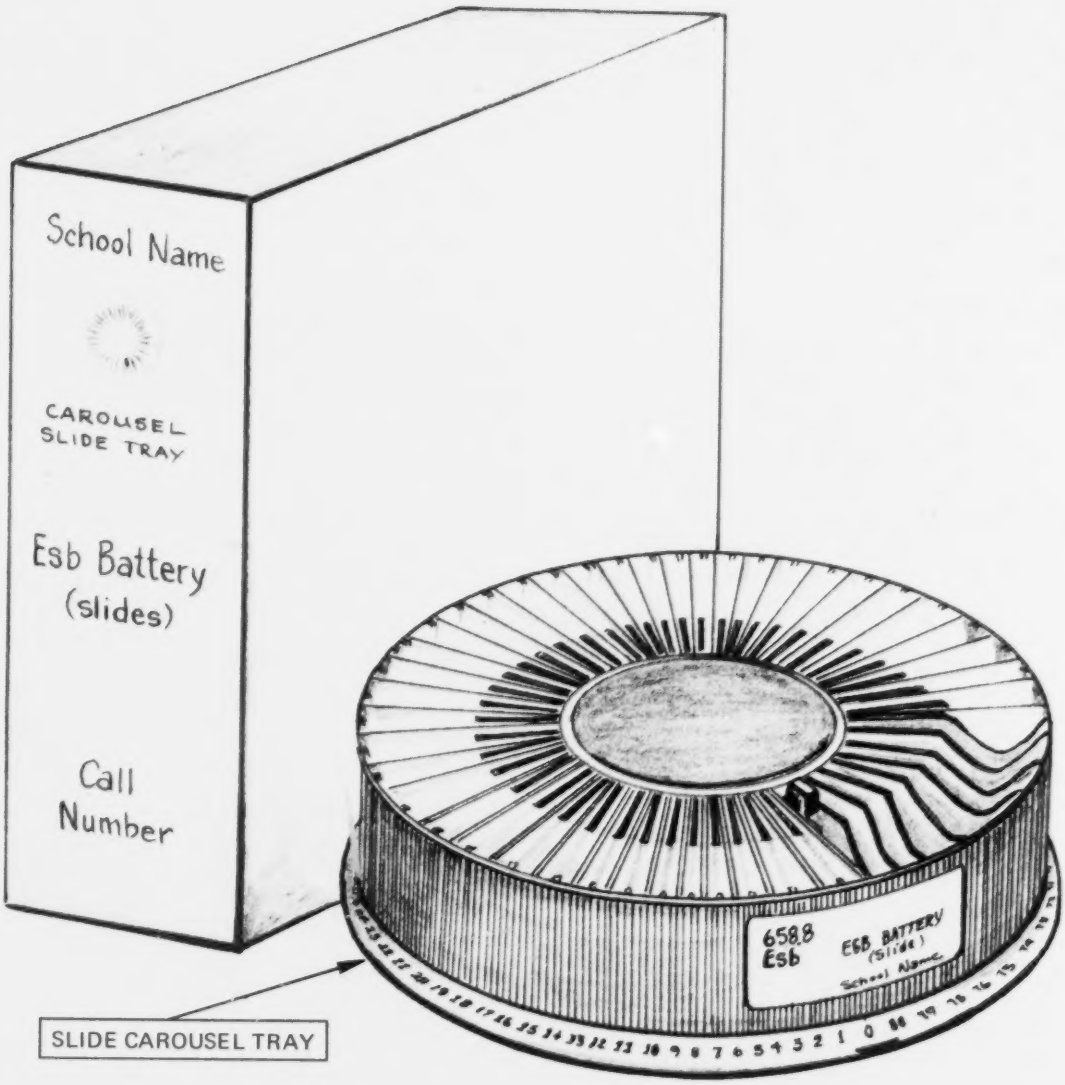
1. Liverworts

595.7
Ins Insects and other arthropods (Slide) Society for Visual Education.
20 slides color

Guide.

1. Insects 2. Spiders 3. Butterflies


CALL NUMBER
SLOTTED STORAGE CONTAINER FOR SLIDES
RING BINDER WITH POCKETED PLASTIC SHEETS
INDIVIDUAL SLIDE NUMBER
523
Ast
3.
School Name


School Name
CAROUSEL SLIDE TRAY
Esb Battery (slides)
Call Number
SLIDE CAROUSEL TRAY
658.8 Esb
ESB BATTERY (Slides)

46

SOUND FILMSTRIPS

DEFINITION

A series of transparent, still pictures, placed in sequential order on 35mm film with accompanying sound on record or tape

CATALOGING

Main Entry

A sound filmstrip is entered under title followed by the media designation (Sound Filmstrip)
A sound filmstrip based on a book is entered under the author, with the media designation (Sound Filmstrip) following the title
A set or series of sound filmstrips issued without distinctive titles may be entered under the set or series title followed by the media designation (Sound Filmstrip)

Imprint

The imprint statement includes:
name of the producer
date (if no date is given, leave blank)

Physical Description

Frames—Indicate the number of frames
NOTE: If frames are not numbered, they may be estimated by using the formula 30 inches = 40 frames

Color — Indicate whether the filmstrip is in black and white or color

Filmstrips with records — For filmstrips with accompanying records indicate "and record:2s"

Filmstrips with tapes — For filmstrips with accompanying tapes indicate "and tape" followed by the type (reel, cassette, or cartridge) in parenthesis

Abbreviations

In cataloging filmstrips use the following abbreviations:
b&w = black and white
s = sides

Do not use abbreviations for:
cartridge
cassette
color
frames
reel

Series

If a filmstrip is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description
NOTE: If the main entry is under series title, the series statement should be omitted

Notes

Unusual but important additional information should appear in paragraph form
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.
If the main entry is under series title, a contents note should list the individual titles of the series

Summary

A summary should be given in a separate paragraph
The summary should describe the content of the filmstrip without using evaluative words or phrases
NOTE: A summary may not be necessary for filmstrips which have a series title main entry and a contents note

Tracings

Assign subject headings using *Sears List of Subject Headings*
Title (when the main entry is under author)
Title analytics (when the main entry is under series)

Call Number

The call number consists of:
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number

PROCESSING

Sound filmstrips usually come in box storage containers that can be intershelved with other instructional materials
If they do not, they should be placed in such containers

A copy of the information appearing on the catalog card should be attached inside the box to provide potential users with an adequate description of the contents

For ease in shelving and locating, the box should have the call number marked on the spine of the container

The call number should be written on the lid and on the label around the original container in which the filmstrip is kept

The call number should be written on side one of the record label

A section of white leader tape marked with the title should be spliced to the beginning of reel-to-reel tape

Tapes in cartridge or cassette form should have the call number marked on the cartridge or cassette near the title

Accompanying material should be marked with the call number and school name

HOUSING

Sound filmstrips should be intershelved with other instructional materials by Dewey classification numbers

CIRCULATION

A pocket and card should be attached inside the box so that the sound filmstrip can be circulated in the same manner as other instructional materials

CARE

Filmstrips and the accompanying records or tapes should be checked periodically for damage

Filmstrips should be cleaned periodically

Sound Filmstrips With Author Entry

398.22
Kea Keats, Ezra Jack
John Henry: an American legend (Sound filmstrip) Guidance Associates, 1967.
45 frames color and tape (cassette) 2 s

Discussion guide.
Adapted from the book of the same title.
Summary: Story of the black folk hero who stood against the mighty steam drill symbolizing the industrialization of our society.

1. Railroads--Fiction 2. Folklore--U. S. 3. John Henry I. Title

E
Mac MacDonald, Golden
The little island (Sound filmstrip) Weston Woods.
36 frames color and record 1 s

Picture-cued text booklet.
Based on the book of same title pub. by Doubleday, 1946.
Summary: The author chronicles the passing of the seasons on a small island.

1. Seasons--Fiction 2. Islands--Fiction I. Title

48

Mel Melville, Herman
Moby Dick (Sound filmstrip) Educational Dimensions Corporation, 1968.
97 frames color and record 1 s (Great novels of the 19th century)

Teacher's guide.
Summary: Tells of Captain Ahab's pursuit of Moby Dick, the white whale who defies capture.

I. Title II. Series

759
Gre Great men of art, series II (Sound filmstrip) Encyclopaedia Britannica Educational Corporation, 1970.
6 filmstrips color and 6 tapes (cassette)

Guides.
Contents.--El Greco.--Bernini.--Rubens.--Rembrandt.--Velasquez.--Goya.

1. Painters I. Title anals.

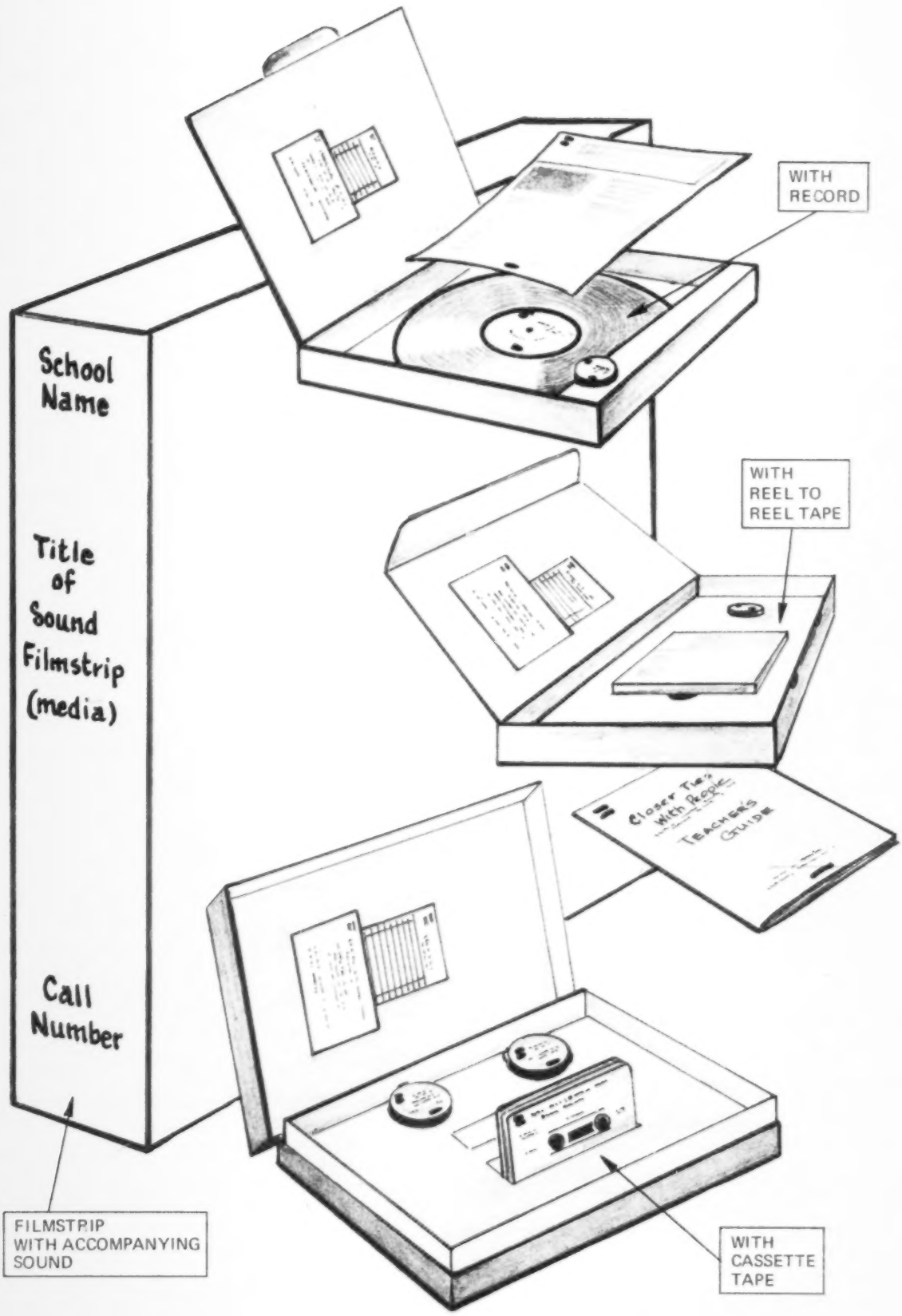
Accompanying Sound: Cassette Tape

973.9
Clo Closer ties with our neighbors (Sound filmstrip) Eye Gate, 1965.
39 frames color and tape (reel)

Teaching manual.
Summary: Discusses U. S. foreign relations with Canada and Mexico.

1. U. S.--Foreign relations--Canada 2. U. S. --Foreign relations--Mexico

Accompanying Sound: Reel-to-Reel Tape


WITH RECORD
School Name
WITH REEL TO REEL TAPE
Title of Sound Filmstrip (media)
Closer Ties With People
TEACHER'S GUIDE
Call Number
FILMSTRIP WITH ACCOMPANYING SOUND
WITH CASSETTE TAPE

TAPES

DEFINITION

Magnetic tape with sound recorded at various speeds: 1⅞, 3¾, 7½ inches per second
Formats include: reel-to-reel (open), cassette (reel-to-reel enclosed in a casing), and cartridge (loop tape enclosed in a casing)

CATALOGING

Main Entry

Tapes which contain only one person's works are entered under the composer or author
Tapes which contain the works of more than one author or composer are entered under the collective title supplied by the manufacturer
If the author or composer cannot be identified, enter under title

Title

Enter under the title followed by the media designation (Tape)
Indication of the tape format does not appear here, but is designated in the physical description

Imprint

The imprint statement includes:
- name of the manufacturing company
- date (if no date is given, leave blank)

Physical Description

Format — Indicate the format using the following terms:
- reel
- cassette
- cartridge

Speed — Speed, in inches per second, should be indicated for reel-to-reel tapes only

Length — Length is given in minutes

Tracks — Indicate the number of tracks when appropriate

Monaural or stereophonic — Indicate whether monaural or sterophonic

Abbreviations

In cataloging tapes use the following abbreviations:
- ips = inches per second
- min = minutes
- mono = monaural
- stereo = stereophonic

Do not use abbreviations for:
- cartridge
- cassette
- reel

Series

If a tape is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

Notes

Unusual but important additional information should appear in paragraph form
Any or all of the following types of information may appear in the first note: performer, orchestra, conductor, or reader
Indicate accompanying aids such as teacher's manual, script, etc.
A separate note should be used to indicate that the tape is based upon previously existing material and this information should be preceded by the phrase "Based on"

Tracings

Assign subject headings using *Sears List of Subject Headings* or Mary D. Pearson's *List of Subject Headings for Recorded Music* (for classical music)
Title
Series

Call Number

The call number consists of:
- a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)
- manufacturer's item or catalog number

PROCESSING

A copy of the information appearing on the catalog card should be attached inside the container to provide potential users with an adequate description of the contents
For ease in shelving and locating, the storage container should have the call number marked on the spine
Splice white leader to tape which is not self contained in a cartridge or cassette
The title should be written on the leader using an indelible ink
Tapes enclosed in cartridges or cassettes should have the call number and school name marked on the cartridge or cassette, near the title
Accompanying material should be marked with the call number and school name

HOUSING

Tapes should be intershelved with other instructional materials by Dewey classification number
The storage container should be kept in an upright position

CIRCULATION

A pocket and card should be attached inside the box so that the tape can be circulated in the same manner as other instructional materials

CARE

Occasional use of the tape improves storage characteristics
Keep tapes away from magnets
Care should be taken that the area in which tapes are housed is not subject to extreme temperatures

Cassette Tape

301.3
Dan Dangers of pollution; experts probe the hazards of water, soil and air pollution (Tape)
Learning Plans, 1969.
cassette 46 min mono (Man and his physical environment)

1. Pollution 2. Man--Influence on nature
I. Series

Author Entry, Reel-to-Reel Tape

301.3
Alb Albert, Eddie
Survival (Tape) Center for the Study of Democratic Institutions.
1 reel 3 3/4 ips 27 min mono

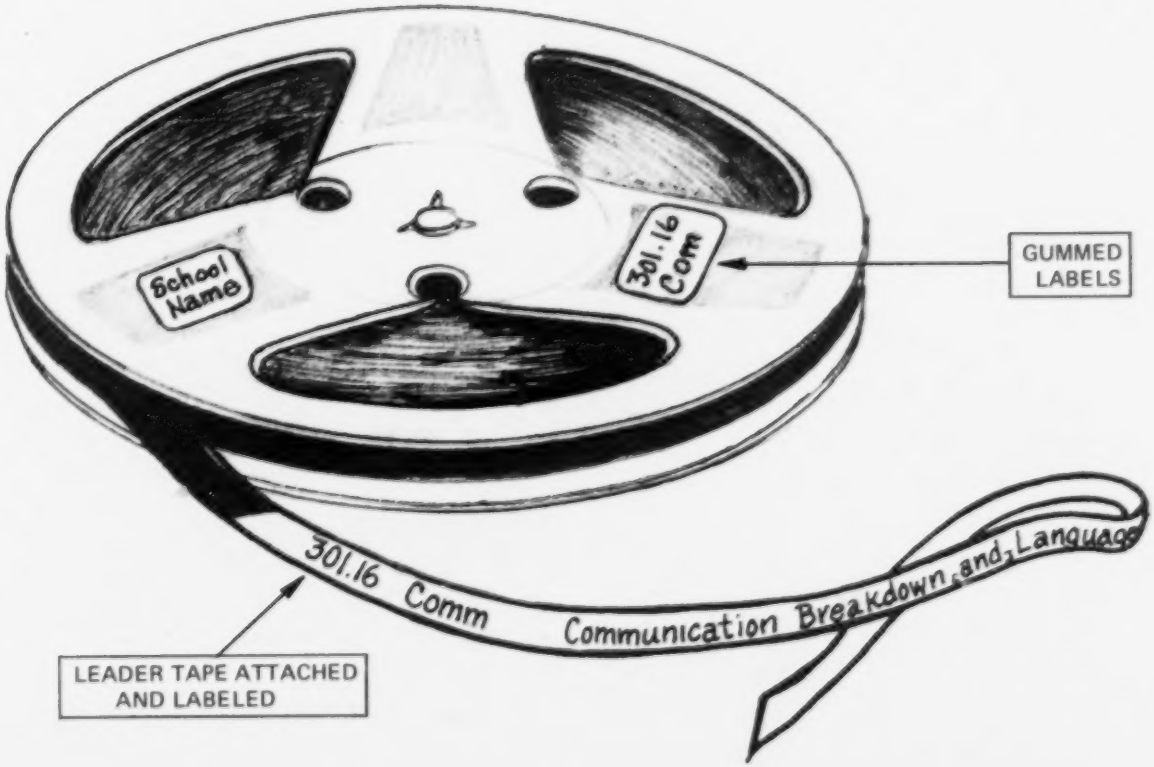
The tragic effects... of our violation of nature.

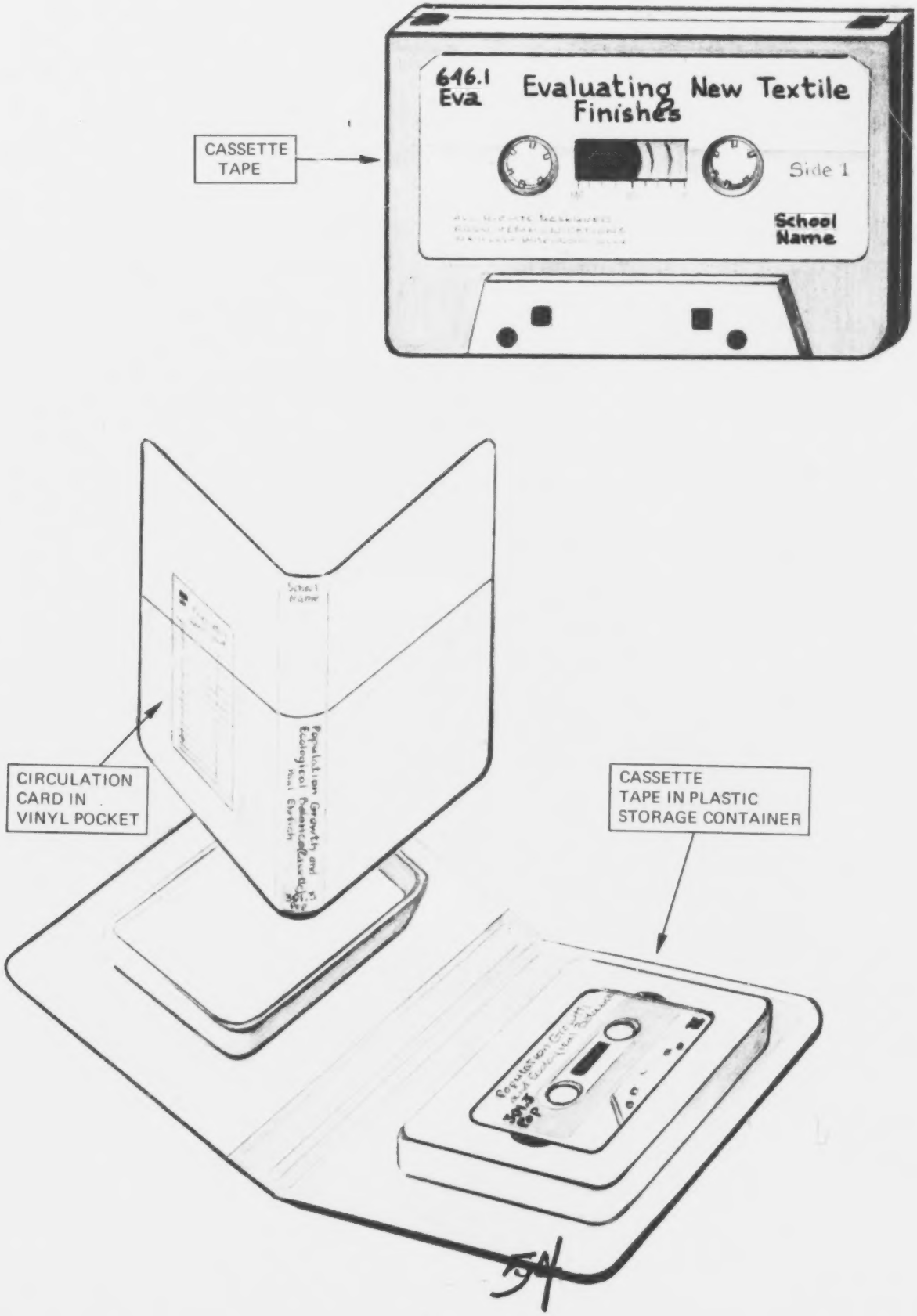
1. Man--Influence on nature I. Title

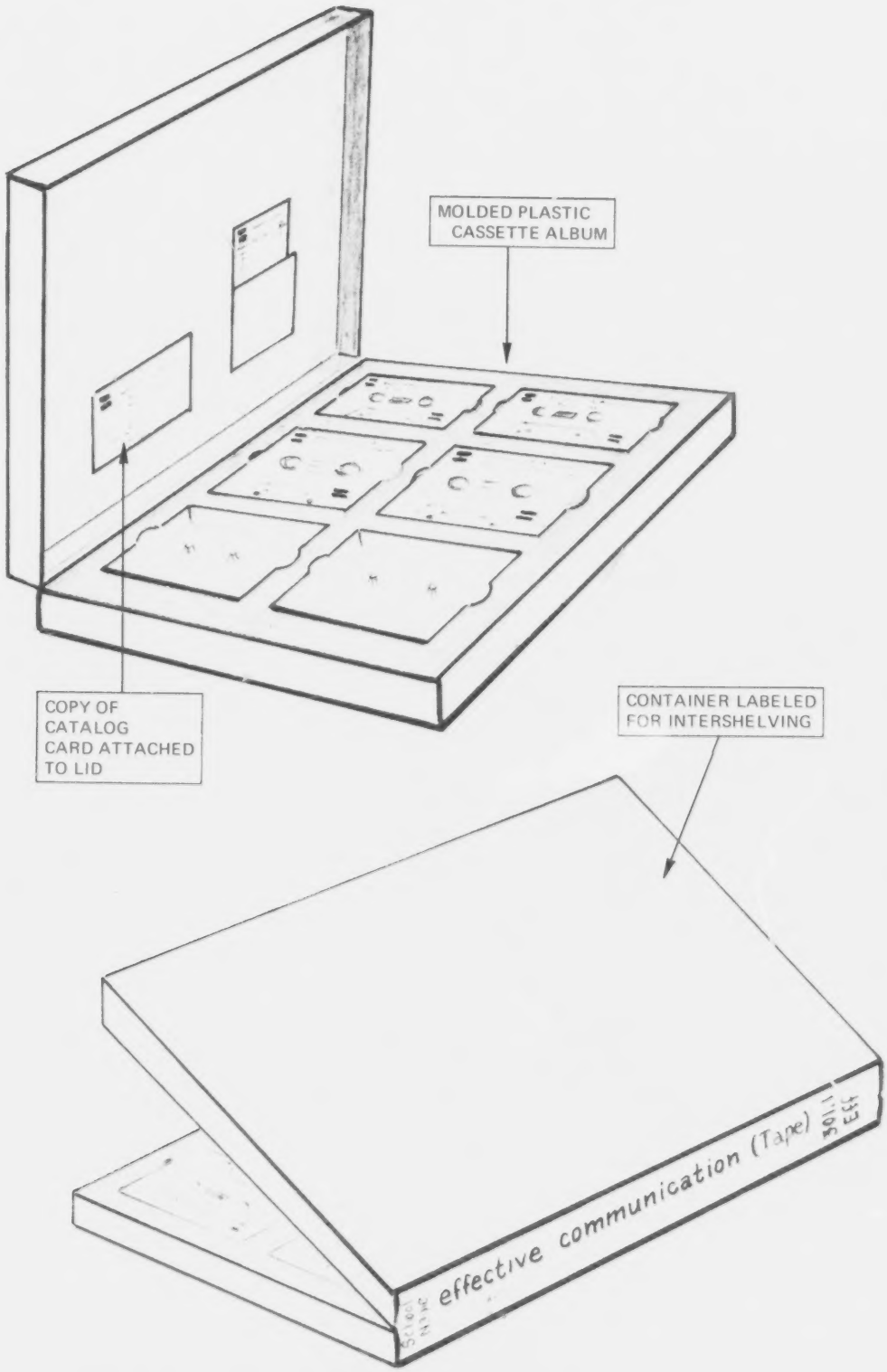
461.5
Sou The sounds of Spanish (Tape) EMC Corp.
1 reel 3 3/4 ips 27 min mono (Language teacher's library)

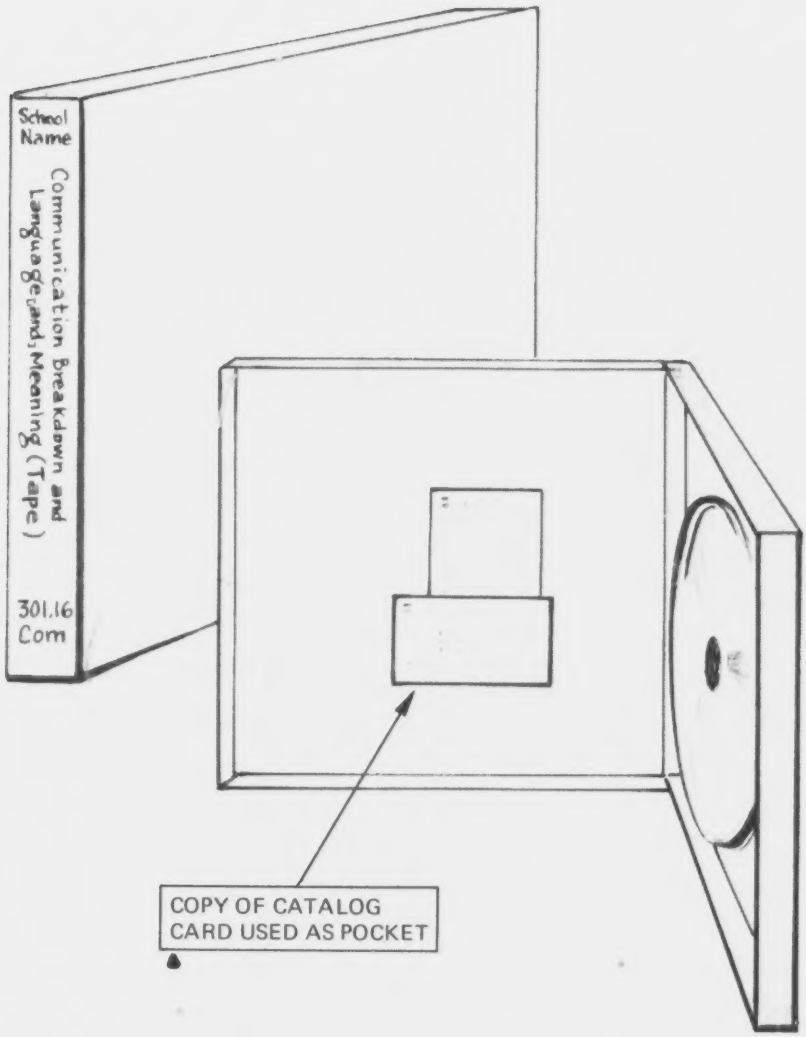
Accompanied by booklet.
Spanish language.

1. Spanish language--Audio-visual instruction




CASSETTE TAPE
646.1 Eva
Evaluating New Textile Finishes
Side 1
School Name
CIRCULATION CARD IN VINYL POCKET
CASSETTE TAPE IN PLASTIC STORAGE CONTAINER


MOLDED PLASTIC CASSETTE ALBUM
COPY OF CATALOG CARD ATTACHED TO LID
CONTAINER LABELED FOR INTERSHELVING
effective communication (Tape)


School Name
Communication Breakdown and Language and Meaning (Tape)
301.16 Com
COPY OF CATALOG CARD USED AS POCKET

TRANSPARENCIES

DEFINITION

A picture, diagram, or design printed on plastic film or translucent substance made visible by light shining through

CATALOGING TRANSPARENCIES OF PERMANENT VALUE

Main Entry

A single transparency or set of transparencies is entered under title followed by the media designation (Transparency)
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Transparency)

Imprint

The imprint statement includes:
name of the publisher
date (if no date is given, leave blank)

Physical Description

Number — If more than one, indicate the number of transparencies followed by the word "transparencies"

Color — Indicate whether the transparency is black and white or color

Abbreviations

In cataloging transparencies, use the following abbreviations:
b&w = black and white

Do not use abbreviations for:
color

Series

If a transparency is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

Notes

Unusual but important additional information should appear in paragraph form
A note should be used to indicate the presence or number of overlays
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

Tracings

Assign subject headings using *Sears List of Subject Headings*
Series

Call Number

The call number consists of:
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of copy number replaces the need for an accession number)
manufacturer's item or catalog number

CATALOGING TRANSPARENCIES OF EPHEMERAL VALUE

Main Entry

Transparencies of ephemeral value are entered under general subject headings
The first time a subject is used a catalog card is prepared with the subject as a main entry followed by the media designation (Transparency)
Additional transparencies may be added under the same subject without the need to prepare additional catalog cards

Call Number

The call number consists of:
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
the first three letters of the main entry (disregarding articles)

PROCESSING TRANSPARENCIES OF PERMANENT VALUE

For ease in shelving and locating, the storage container should have the call number marked on the spine
For storage containers too thin to have the call number marked on the spine, mark the call number and school name in the upper left hand corner
Each transparency should have the call number and school name marked in the upper left hand corner

PROCESSING TRANSPARENCIES OF EPHEMERAL VALUE

Transparencies of ephemeral value should be kept in storage containers by subject

The first time a subject is used a storage container should be prepared

Additional transparencies on the same subject may be added to the storage container

For ease in shelving and locating, the storage container should have the call number marked on the spine

Each transparency and overlay should have the call number marked in the upper left hand corner

Accompanying aids should be marked with the call number and school name

HOUSING

Transparencies should be intershelved with other instructional materials by Dewey classification number

CIRCULATING TRANSPARENCIES OF PERMANENT VALUE

A pocket and card should be attached inside the box so that the transparencies can be circulated in the same manner as other instructional materials

CIRCULATING TRANSPARENCIES OF EPHEMERAL VALUE

General circulation cards should be used to circulate transparencies of ephemeral value

CARE

When transparencies are smudged they may be wiped clean with a soft, slightly dampened cloth

Transparency With Overlays

535.32
Ima Images from lens (Transparency) Keuffel & Esser Co., 1962.
color

4 overlays.

1. Lenses 2. Optics, Geometrical

551
Ear Earth is born (Transparency) Life Education Program, 1970.
8 transparencies color

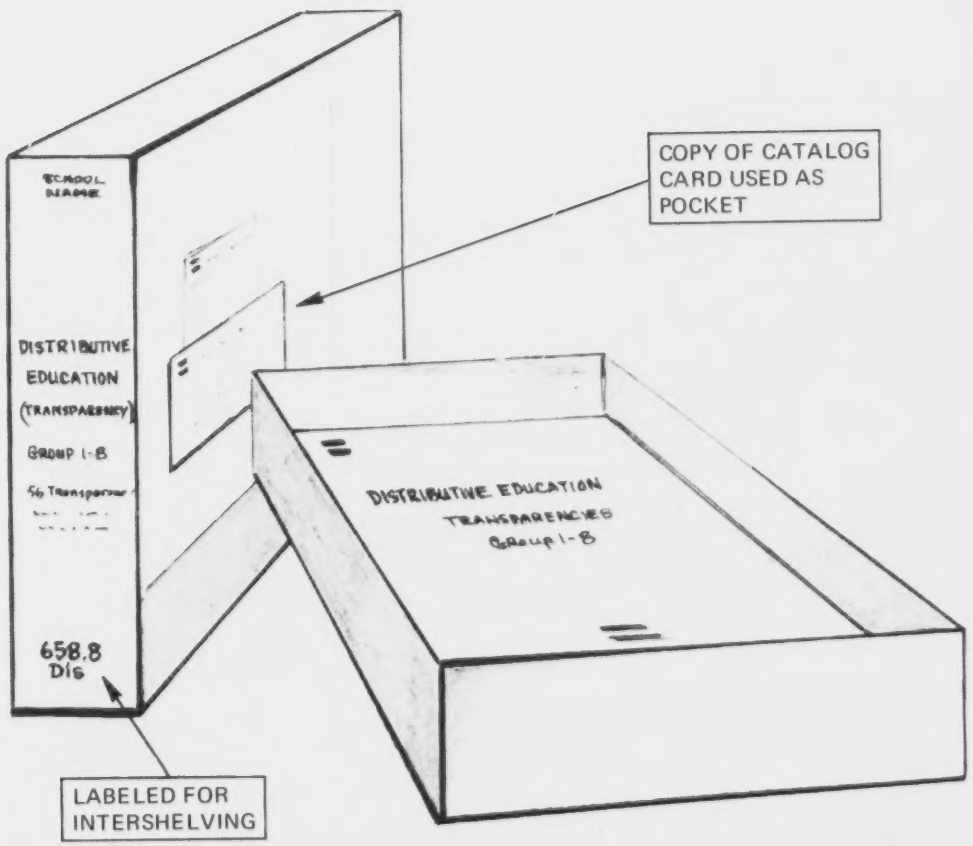
Lecture notes.

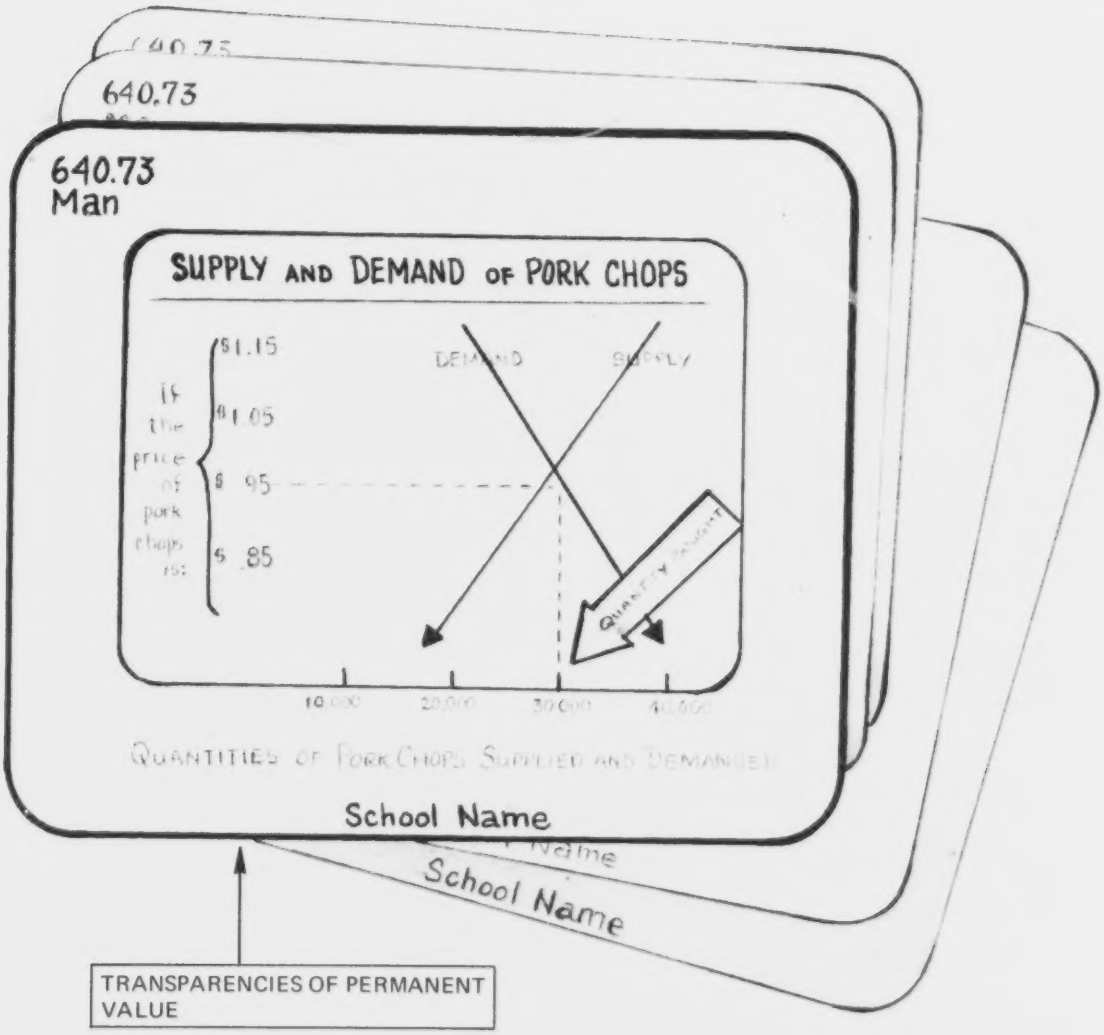
1. Geology 2. Earth

938
Gre «Greece» (Transparency)

Miscellaneous transparencies on the history and civilization of Greece.

A General Entry Card for Transparencies of Ephemeral Value




640.73
640.73
Man
SUPPLY AND DEMAND OF PORK CHOPS
$1.15
If the price of pork chops is:
$1.05
$ .95
$ .85
DEMAND
SUPPLY
QUANTITY DEMANDED
10,000
20,000
30,000
40,000
QUANTITIES OF PORK CHOPS SUPPLIED AND DEMANDED
School Name
School Name
TRANSPARENCIES OF PERMANENT VALUE

VIDEOTAPES

DEFINITION

Electro-magnetic tape ½, 1, or 2 inches wide on which the electronic impulses produced by the video and audio portion of a television program, motion picture, etc., are recorded (by special equipment) for subsequent playback and broadcasting at a speed compatible with the recorder

CATALOGING

Main Entry

A videotape is entered under title followed by the media designation (Videotape)
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Videotape)

Responsible Party

The name of the person, institution, or organization responsible for the videotape's coming into existence follows the title and is preceded by the phrase "Videotaping by"

Producer

If the videotape was made by someone other than the "responsible party," this information is given following the phrase "Made by"

Date

The year in which the videotape was produced is given following the "producer"
If no date is readily available, leave blank

Physical Description

Length — Length is given in minutes

Sound or silent — Indicate the presence of sound on the videotape by use of the term "sound" and the lack of sound on the videotape by use of the term "silent"

Color — Indicate whether the videotape is in black and white or color

Width — Width is given in inches
Indicate whether the videotape is on a reel or in a cartridge

Playback equipment — A statement of the manufacturer and model number of the equipment on which the videotape can be played back should be included and is preceded by the word "For"

Abbreviations

In cataloging videotapes, use the following abbreviations:
b&w = black and white
min = minutes

Do not use abbreviations for:
color
inches
silent
sound

Series

If a videotape is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

Notes

Unusual but important additional information should appear in paragraph form
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.
Indicate the narrator or performer only if this information would be a factor in determining use of the videotape. When used, this information follows the word "Talent"

Summary

A summary should be given in a separate paragraph
The summary should describe the content of the videotape without evaluative words or phrases

Tracings

Assign subject headings using *Sears List of Subject Headings*
Series statement

Call Number

The call number consists of:
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition

copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number

PROCESSING

A copy of the catalog card should be attached inside the container to provide potential users with an adequate description of the contents
For ease in shelving and locating, the storage container should have the call number marked on the spine
For videotapes on reels, the title should be written on the leader using an indelible ink
For videotape in cartridges, the call number and school name should be marked on the cartridge near the title
Accompanying aids should be marked with the call number and school name

HOUSING

Videotapes should be intershelved with other instructional materials by Dewey classification number
The storage container should be kept in an upright position

CIRCULATION

A pocket and card should be attached inside the container so that the videotape can be circulated in the same manner as other instructional materials

CARE

Videotape should be regularly checked for distortion
Be sure to have adequate leader and trailer tape to avoid loss of actual video footage
Splicing must be done electronically

371.33
Bul Bulletin boards (Videotape) Videotaping by Milwaukee Public Schools, Dept. of Instructional Resources. Made by George Burns, 1970.
30 min sound b&w 2 in for quadruplex
(Using technology: the materials)

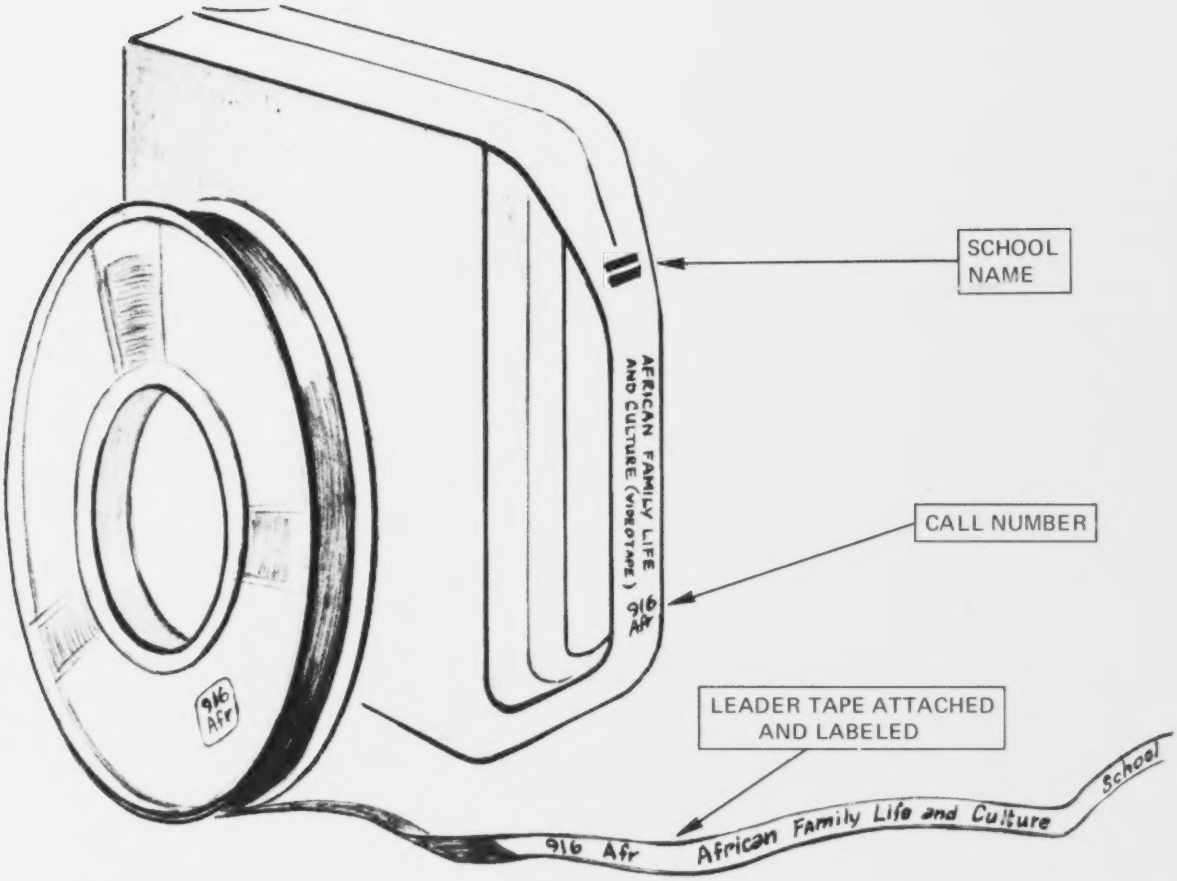
Summary: Ideas, materials, color schemes, layouts, techniques of constructing bulletin board displays.

1. Teaching--Aids and devices I. Series

916
Afr African family life and culture (Videotape)
Videotaping by Department of Curriculum Development, Madison, Wisconsin, Public Schools, 1970.
35 min sound b&w 1 in for Panasonic 8100

Slides are also available.

1. Africa--Social life and customs 2. Africa--Civilization



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Hicks, Warren and Tilin, Alma May. **Developing Multi-Media Libraries.** R. R. Bowker, 1970.

North Carolina Department of Public Instruction. **Organizing Audio-visual Materials in the School Media Collection.** 1970.

Riddle, Jean; Lewis, Shirley; and MacDonald, Janet. **Non-Book Materials: The Organization of Integrated Collections.** Ottawa, 1970.

Sears List of Subject Headings. 10th ed. Ed. by Barbara Marietta Westby. New York, H.W. Wilson Company, 1972